Travel and Project Development Grant Application Form and Instructions

Overview

Travel and project development grants support early stage, exploratory work to develop a randomized evaluation. Awards are capped at $5,000 and can be used to:

- Conduct site visits to learn more about a policy or program or build relationships with relevant stakeholders
- Develop plans for how to:
    - Intentionally involve communities in the research
    - Co-create research questions, outcomes, and design
    - Engage with partner organizations, community members, or individuals with direct experience of the policy or program being evaluated
- Facilitate access to administrative data or negotiate data use agreements
- Perform other exploratory or scoping work

Eligibility Criteria

Proposal Eligibility

Travel and project development grants cover scoping, pre-research work that will inform a future randomized evaluation in the United States.

Researcher Eligibility

J-PAL affiliates, J-PAL post-doctoral fellows, and J-PAL invited researchers may apply for a travel and project development grant. Applicants may submit a maximum of three research proposals per 12-month period to a single initiative. PI and co-PI status are counted towards this limit.

Graduate students who have a J-PAL affiliate or invited researcher on their thesis committee may also apply. The researcher does not need to be based at the same university as the applicant.

Pre-thesis PhD students may apply if they anticipate an affiliate or invited researcher will be on their thesis committee and will supervise the project.

Covered Expenses

Awards should cover the costs of fieldwork or relationship-building activities, which may include facilitating community advisory board meetings, hosting listening sessions, site visits, etc. J-PAL will directly reimburse applicants; awards therefore **cannot cover any activities requiring IRB review or institutional oversight.** Projects requiring such review should apply for a pilot award. Proposal may apply for a **maximum of $5,000 USD for up to one year.**

Covered expenses include, but are not limited to:
- Domestic travel[1] (flights, ground transportation, local partner transport, etc.)
- Accommodations[2]
- Meals[3]
- Computing services (hardware/software)
- Meeting supplies
- Catering
- Event space
- Printing and mailing
- Honoraria [4]
- Costs of purchasing datasets [5]

Expenses that will not be covered include:
- Expenses without itemized receipts
- Rent
- Per diem
- Alcohol
- Salaries or wages for any party
- Travel/car insurance
- Airfare, hotel, rental cars or any other travel purchased with frequent flyer miles or rewards points

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[1] Travelers should seek the lowest available fares and rates; change or upgrade fees and luxury travel are **not covered**

[2] Please see GSA rates for guidance on reasonable night accommodation expenses

[3] Please see GSA rates for guidance on reasonable daily meal expenses

[4] Honoraria are generally capped at $500 per individual; **recipients must provide a W9** to receive payment

[5] Only datasets that do not require a formal DUA or IRB review will be covered; applicants must provide a link to the dataset in the budget justification

- Flight seat selection fee
- Travel expenses for conferences or academic meetings
- Indirect costs
- Gift cards
- Any activity that would require review by an IRB
- Travel outside the United States

Review Process

The Social Policy Research Initiative Review Board will consider the following when making funding decisions:
- Relevance to Public Policy and Issues of Poverty
    - Does the proposal address a pressing public policy issue in the United States that is relevant to low-income or economically marginalized populations?
- Pathway to Randomized Evaluation
    - Is there a clear pathway towards a randomized evaluation that could be submitted to a future J-PAL RFP?
    - Will the proposed work clarify research questions, potential outcomes, or the design of the intervention?
        - J-PAL particularly welcomes proposals using community-engaged or approaches that center racial equity to design their evaluation
- Feasibility and Value of Proposed Activities
    - Are the proposed scoping activities realistic given the timeline and budget? Are the costs reasonable and appropriate for a travel and project development grant (vs a pilot)?

How to Apply

To apply, please submit the following:

1. Proposal cover sheet (included below)
2. Proposal narrative (maximum two pages)
    a. The narrative should begin with a brief abstract and include:
        i. The topic of interest and relevance to public policy and issues of poverty
        ii. Ideas for how research questions, outcomes, or design might be explored
        iii. Proposed activities, timeline, and goals for the grant with specific attention to how this will inform a future randomized evaluation
    b. The narrative should also address the criteria in the review process above
3. A budget (please use the template on our website)

4. A budget narrative that describes and justifies each line in the budget; for instance, what are the proposed activities, goals, and timeline for costs
5. [Graduate students only] Letter of support from a J-PAL affiliate on their thesis committee
    a. Pre-thesis students are required to submit a formal letter of confirmation from an affiliate or invited researcher that explicitly states: "I am actively responsible for supervising this project/research and anticipate being on the student's thesis committee."
    b. Students with a thesis committee in place should submit a letter in which the J-PAL affiliate or invited researcher attests to being on the committee.

Please submit these documents to na_rfp@povertyactionlab.org.

Travel and Project Development Grant Cover Sheet

Principal Investigator and Institutional Affiliation			
Co-Investigator(s) and Institutional Affiliation			
Title of Proposal			
Proposed Dates of Exploratory Work			
Start Date: (mm-dd-yyyy)		End Date: (mm-dd-yyyy)	
Have you submitted this project in any previous J-PAL round of funding?			
☐ Yes ☐ No		If yes, which initiative and when?	
Amount Requested	$		