

Proposal Guidelines: Travel/Proposal development grants

This document contains an [Overview](#), [Budget Guidelines](#), and an [Application Checklist](#) for Travel/Proposal Development grants. Please read this document carefully before submitting your proposal.

Prior to submitting a proposal, all applicants must **submit the required [Pre-Proposal Form](#)** and then **be invited to submit a proposal before proceeding with the development of their proposal materials**.

Overview

These grants are intended to facilitate very preliminary, exploratory research, and funding typically supports costs related to researcher travel and/or facilitating access to administrative data for designing or conducting a future RCT. Examples of these activities include, but are not limited to, negotiating data use agreements, conducting exploratory data analysis and cleaning, or setting up technical access mechanisms.

Funding per Travel/Proposal development grant award: a maximum of \$10,000. The typical grant is \$5,000 for one researcher. **Travel grants are provided as travel reimbursements in accordance with MIT travel policies and should use the specific budget template (see details in the Budget Guidelines section, below).**

Timeline: Reviewers expect these grants to be concluded within a single agricultural cycle. Grantees must complete their project development work and submit final reports within one year of receiving the award.

Proposal Narrative submission requirements: Please note that while there is no template for the narrative, **we still require you to fill out the [ATAI Proposal Cover Sheet - 2021](#) found on the [RFP release page](#)**. The narrative should not exceed two pages in length and should include the following (there is no specific template beyond this guidance):

1. **Concise statement of topic.** These grants are intended to facilitate very preliminary, exploratory research, so proposals need only address the general topic of interest and current ideas on how the question might be explored through a future randomized evaluation. They do not need to include a detailed program or evaluation design, but should clearly indicate how this grant will help the research team develop a strong ATAI proposal in a future competition, including a discussion of the project's connection to key questions in the framing paper.
2. **Proposed partners**, if available, including J-PAL regional offices, IPA country offices, or other organizations you plan to work with for both program implementation and evaluation.
3. **Outline the scope and sequencing of particular proposed activities** (e.g. list, table, or GANNT chart preferred).

Budget Guidelines

Survey and other in-country expenses: While designed for travel reimbursements, Travel grants can in some cases be used to cover expenses for in-country costs such as hiring enumerators, procuring translation or transcription services, developing instruments, and others. If these expenses are in the budget, J-PAL will provide the forms necessary to document them with your award notice, and you can

claim these expenses as a reimbursement once the travel is completed. **J-PAL is not able to directly reimburse survey firms or local organizations for these costs. If you need a fieldwork organization to be reimbursed for such work, we encourage you to reach out to atai@povertyactionlab.org before finalizing your proposal materials** to confirm whether we will need you to submit pilot proposal materials instead (to avoid requiring you to rework your proposal materials, thus slowing down award set up).

Please note: If your scope of work requires reimbursing your host organization (e.g. for fieldwork conducted with a partner such as focus groups or limited surveys) it is your responsibility that your budget follows your host institution's policies for costs, and **you must submit a letter from the institution to receive the award that states that they have reviewed your proposal and accept your budget.**

Guidelines for completing a Travel/Proposal development grant proposal budget:

Be sure to use the Travel/Proposal Development Budget Template on the [RFP release page](#), providing detailed notes in the column provided in the template):

1. Travel grants are paid as reimbursements. Travel/Proposal Development grants are for a maximum of \$10,000. The typical grant is \$5,000 for one researcher.
2. International travel: J-PAL will put you in touch with an MIT travel agent who can book international travel and charge J-PAL directly. **If you choose to buy your own ticket, we will not be able to reimburse you until your flights have been completed.**
3. **Grantees must complete their work and submit final reports within one year of receiving the grant award letter.** Expenses will be reimbursed upon submission of an expense report. **All expenses must be claimed within 30 days of your return.** Expenses should be supported by receipts whenever possible, and all expenses over \$50 must be supported by receipts.
4. *Allowable Direct and Indirect Costs*
 - a. J-PAL is not able to cover travel or trip protection insurance, lost luggage insurance, incidental expenses, or grantees' time. **In most cases, J-PAL is not able to directly reimburse any individuals or organizations other than the grantees awarded the travel grant.**
 - b. Please note that the ATAI Initiative does not cover PI salaries.
 - c. Unallowable costs include those labeled as "incidental," "miscellaneous," or "contingency." Any costs for rent should be explained in the budget narrative.
 - d. *Medical insurance:* All grantees are required to provide proof of emergency medical insurance coverage before travel. As many universities provide this to their students, faculty, and staff at no cost, this is not a reimbursable cost under this award. J-PAL can provide information on affordable coverage if needed.
 - e. *Per diem:* A per diem stipend of \$25/day-in-country can be claimed to cover food and miscellaneous expenses.
 - f. Universities in high-income countries (generally defined as the US, Canada, Western Europe, Japan, Korea, Singapore, Australia and New Zealand, Israel, and wealthy Middle Eastern countries) can charge up to 10% in indirect costs, applied to total direct costs.
 - g. Non-university non-profits from any location and universities from mid- or low-income countries may charge up to 15% in indirect costs, applied to total direct costs.
 - h. We understand that the cap on overhead or indirect costs under this initiative is low and that grantees may have reasonable project support costs included in budgets as direct costs. Such costs should be reasonable and explained in the budget narrative.

Application Checklist

Applicants invited to submit a proposal (in response to their pre-proposal form) must submit completed versions of all of the following documents, and any templates are provided at the [RFP release webpage](#).

1. **Cover Sheet:** The ATAI Proposal Cover Sheet - 2021 must be completed in its entirety, and combined in the Word file with the Proposal Narrative.
2. **Proposal Narrative:**
 - i. ***The narrative must not exceed two pages*** in length. Travel grants do not have a specific narrative template but should follow the guidelines above.
 - ii. This should be saved as a single Word file that combines the Cover Sheet with your Proposal Narrative, with the title: [PI Last Name, First Name] [Topic Name].doc(x).
3. **Proposal Budget:** Carefully review the Budget Guidelines in this document, and then use the matching excel template, Travel/Proposal Development Budget Template, which must be completed in its entirety and saved as a single Excel file with the title: [PI Last Name, First Name][Budget].xls(x).
4. **Budget Narrative:** detail the costs within the budget, referring to the Budget Guidelines above, in a Word document with the title [PI Last Name, First Name][Budget Narrative].doc(x). This document is required in addition to the Proposal Budget -- i.e. notes included in the Excel sheet do not suffice.
5. **Letter(s) of Support:** Please obtain a letter of support from the following, each saved as a single PDF file with the title [PI Last Name, First Name] [Name of Organization Letter of Support].pdf:
 - a. a letter/document stating the proposed grant host institution's approval of the proposal materials (if anything beyond PI travel is included in the scope of work).
 - b. letters from any implementing partners, indicating the details of their commitment to partner on the research (as applicable).
 - c. **Graduate students applying as the primary PI are required to include a letter of support from a researcher adviser eligible for this call.** The letter should indicate the adviser's willingness to remain involved in a supervisory role throughout the lifetime of the project (see the Guidance for Graduate Student Applicants for details).
6. **Submit an email** with all of the above attachments to the ATAI Secretariat at atai@povertyactionlab.org with the subject line: ATAI 2021 RFP Proposal: PI Last Name, First Name