Award Requirements and Set Up Process

If your proposal is accepted for award, the funding will be provided under an award from MIT to your host institution. Please review these requirements in detail as part of preparing your submission. We expect applicants to budget sufficient time and money to meet these grant conditions and processes.

It is strongly recommended that before the announcement of SfPI awards, applicants secure approval from an [Institutional Review Board (IRB) Organizations (IORG) status](#) for any human subjects protocol required to implement your project. MIT requires proof of IRB approval prior to processing any SfPI award that involves Human Subjects.

The process MIT follows for processing SfPI awards is as follows:
1. The SfPI Co-Chairs and/or staff send an official award notification letter.
2. If not already submitted, you will need to provide formal institutional approval of the proposal and your institutional IRB approval or a certification of exemption from your institutional IRB. Please note that J-PAL requires that the reviewing IRB have [IORG status](#) with the US Office of Human Protections. If you do not have access to an IRB or ethics review committee at your institution(s) that has IORG status, there are external, commercial IRBs, such as [IPA](#) or [Heartland IRB](#), that you can use.
3. J-PAL informs the MIT contracts office of the award.
4. MIT establishes a subaward with your institution.

We aim to complete this process within 60 days of receiving all your forms and IRB approvals, but delays on MIT or on the part of your host institution may delay the process. We can backdate the award to cover expenses from the Award Date or the date of IRB approval, whichever is later. If a project includes non-Human Subjects work prior to the IRB approval, please let us know after receiving an award, and we may in some cases be able to cover those costs (post-award, but pre-IRB) under the award.

Expected Deliverables Submission Timeline

The deliverables and reports described below will be due based on the following timeline.
- **Before submitting the proposal:** Read the [Code of Conduct for the J-PAL Community](#)
- **Before starting research:** for RCTs and pilots involving randomization, grantees should register their trial with the AEA RCT Registry (see details

below)
- **Three months after the project's start date:** for RCTs and pilots, a brief (i.e., less than 10 pages) start-up report, using provided templates, describing the initial stage(s) of the funded project and whether there are any delays in the implementation of the project activities
- **Annually:** for RCTs and pilots, grantees are expected to submit (1) a financial update on spending relative to the project budget, and (2) a brief narrative report, using provided templates, on project implementation
- **Within 60 days of research concluding:** for RCTs and pilots, grantees are expected to submit (1) a final financial report and narrative report using provided templates with gender data (if applicable) and, (2) for RCTs only, completed implementation costing information (see "Implementation Cost Collection" section, below).
- RCT grantees are expected to provide a **working paper or publication within one year** of final data collection. If there is not a working paper or publication, grantees may provide a brief writeup of their research findings using the instructions in the provided **preliminary results report**.
- **Within 30 days of the award period concluding:** for travel and proposal development grants, grantees are expected to submit (1) the J-PAL Travel Expense Form, and (2) the Travel/Proposal Development Grant Report. Grantees who receive Research Management Support (RMS) are required to submit the results of their work with RMS on this timeline. These RMS end products can be informal documents, such as updated power calculations or revised research designs.
- **Within 3 years of research concluding:** Cleaned and anonymized data submitted to SfPI for public dissemination (or held under embargo per the Data Publication Policy outlined below), to the extent permissible under the terms of data-use agreements with relevant partners. Note that SfPI invites PIs to submit data earlier where possible to do so (for example, where data is cleaned and treatment identifiers have been removed).

Timely submission of reports is very important. We will send reminders to you at least one month in advance of reporting due dates. Please note that researchers whose projects are more than 30 days late on any reports or other deliverables to any J-PAL Initiative, including SfPI, and who have not received an approved extension, will not be eligible to have new projects funded by J-PAL, including SfPI.

As the need arises, we may ask SfPI-funded researchers to:
- Peer-review proposals in future SfPI RFP rounds in which you are not applying for funding.
- Participate in a data harmonization process to ensure consistency and comparability across studies.
- Share data collection instruments and methodologies with other grantees.
- Participate in one of SfPI's policy outreach activities on a mutually agreed

date and place. This activity could be an evidence workshop, a matchmaking conference, or a presentation to one of SfPI's donors.
- Review summaries of your SfPI-funded projects and synthesis that references your completed study.

Institute to Receive Award (ITRA) Requirements

MIT requires that there is a subawardee PI at the Institute to Receive Award (ITRA) who will be responsible for overseeing the work on the ground. This may be one of the academic co-PI's or it may be a non-academic PI, such as the Executive Director or Director of Research of the ITRA. This person must be formally affiliated with the ITRA. Affiliation could be as a professor, associate professor, staff, fellow, or some other type of relationship that is recognized by the university or organization. A J-PAL Affiliation or J-PAL Invited Researcher status does not constitute an official affiliation with J-PAL regional office host universities. Please be sure to denote who the PI responsible for the subaward contract at the ITRA is with '(subawardee PI)' following their name on the cover letter.

Trial Registration

For RCTs and pilots involving randomization, before starting work, researchers must register the project with the AEA RCT Registry (http://www.socialscienceregistry.org). Registration includes 18 required fields (such as your name and a small subset of your IRB requirements), and the entire process should take less than 20 minutes if all documentation is in order. There is also the opportunity to include more information, including power calculations and an optional pre-analysis plan. Grantees are required to submit proof of AEA registration with their three-month Start-up Report. Please note that registration is only required for RCTs and pilots involving randomization. For questions and support with the registry, please contact the help desk (support@socialscienceregistry.org).

Annual Progress, Final Technical, and Financial Reports

Grantees should provide brief annual progress narrative reports and annual financial reports using templates provided to them by SfPI for this funded project. These reports are required whether or not project activities have been delayed. We will send you reminders and instructions about these reports. Upon completion of the project, you are required to submit any survey instruments used.

Implementation Cost Collection (see "Project Costing Exercise" section of the RCT Proposal Guidelines)

For RCTs in which the costs of implementing the intervention are non-trivial, and to the extent permissible under the terms of data-use agreements with relevant partners, researchers are required to collect data on program costs associated with this evaluation, which may be used as an input to J-PAL cost-effectiveness analyses

(SfPI staff will, of course, contact researchers before undertaking such an analysis). SfPI will ask researchers to submit cost information for the year(s) that most of the implementation takes place (e.g. the first and second years). SfPI will ask researchers for small-scale updates thereafter (e.g. researchers ran this training that cost $X in year three or researchers hired another program staffer in year four and that is costing $Y). SfPI requests that information be reported via the narrative report in the year that the costs are incurred to the extent possible. SfPI expects fully complete information at the end of the project. Your award includes $1,000 to defray expenses associated with collecting these data.

SfPI will provide a [costing template](#) to collect this information. This costing template will give you an idea of what you will need to collect. If implementing partners' program budgets (i.e. the organizations' costs to implement the program or intervention, exclusive of research costs) are already available, please share those with us. As part of the first annual reporting cycle, we do require submission of the above costing template.

Gender-Disaggregated Data

J-PAL, through its Gender sector, is making an effort to study heterogeneity in program impacts by beneficiary/participant gender more systematically. Please note that the following request only applies to internal narrative reports that J-PAL grantees provide to J-PAL and does not extend to the academic paper or online J-PAL summary.

Many studies funded by J-PAL initiatives already collect study participants' gender. In such cases (for full RCTs and pilots), and when outcome data are individual-specific, we request that grantees conduct heterogeneity analyses by beneficiary gender for the study's main results for internal reporting to J-PAL (to be shared in the final grant narrative report). A single study might be underpowered to detect heterogeneous treatment effects, or null results might not seem interesting in one study, but these findings may be meaningful when included in an analysis across studies. J-PAL will use the reported results for determining potential pooled statistical analyses to conduct across studies and generating gender-related policy lessons in metascience, innovation policy, and science funding. Our reporting template will include a question on this, which researchers are encouraged to fill in when applicable. We recognize that there will be cases where this reporting is not applicable, for various reasons. In these cases, the PIs can just provide a brief explanation to be shared with the Gender sector.

Data Publication

To the extent permissible under the terms of data-use agreements with relevant partners, researchers are required to submit data to J-PAL from their SfPI-funded

projects within three years of research concluding. J-PAL has services you can access such as preparing the data and code, replicating results and tables, and uploading data for publication. In special circumstances, such as a delay in publication, researchers may request J-PAL embargo the data for up to five years, with the understanding that it will be released simultaneously at paper publication. If data is held by J-PAL under an embargo agreement, we will ask researchers each year to ask whether the dataset has been made available. If there is no response, J-PAL will keep the embargo. In the fifth year following data collection, the presumption is that J-PAL will share the data. J-PAL will again ask the researcher if the dataset can be made public. If there is no response, the dataset will be made public. In cases in which the researcher requests a further extension, they will be asked to submit this request to SfPI leadership for special approval. Further details outlining when a dataset should be published and which data should be published are available in [J-PAL's Guidelines for Data Publication](#), adopted September 2020.