



## IGC outputs

IGC-funded projects require the submission of outputs over the course of the project lifecycle. More detail on these outputs is summarised in the table below, including how they can fit with your payment schedule in italics. The outputs marked with a purple star ★ have guidelines and/or a template available below the table.

Output	Description and guidelines
IRB approval	<p>For any research involving human participants, and/or data relating to identifiable human subjects, researchers are required to complete a research ethics review and provide proof of the approval and/or exemption from the Institutional Review Board (IRB) that conducted the review.</p> <p><i>Note: Ideally, confirmation of ethics commission approval is attached to the first milestone but may be shifted to the second milestone as long as the research has not begun on the ground.</i></p>
Project Influence Plan (PIP)	<p>The Project Influence Plan seeks to identify which mechanisms and steps Principal Investigators (PIs) will employ to influence policy. This includes details on policy context and buy-in, local stakeholder engagement, and dissemination strategies.</p> <p>For Commissioning Board (CB) and Small Project Facility (SPF) projects, information for the PIP will be extracted from the proposal form automatically. However, PIs may need to revise and resubmit the PIP if a significant amount of time has elapsed between proposal submission and the project's start date.</p> <p>The PIP asks for a clear, non-technical project summary which, unless the project is marked as confidential, will be displayed on the project's webpage on the IGC website.</p> <p>The <b>PIP form</b> is digitised on the PI portal for most projects. For off-cycle projects or events, please contact your Programme Coordinator.</p>
Progress report	<p>An interim report that summarises all project activities related to the intervention and the research completed during the reporting period, submitted every 6-9 months. This should include:</p> <ul style="list-style-type: none"><li>• a description of any materials produced</li><li>• policy communication activities undertaken</li></ul> <p>objectives met, and challenges faced, and if/how they were resolved</p> <p>The <b>Progress report form</b> is available <a href="#">here</a>.</p>
Blog post ★	<p>A blog is an opportunity to introduce innovative research and policy ideas to a wider audience beyond academia, while deploying more sophisticated analyses than are normally handled by the press. The blog should be shared as a word doc (.docx file) and may include insights on:</p> <ul style="list-style-type: none"><li>• the context of the research question (the extent and scale of the problem)</li><li>• a description of the study design</li><li>• a non-technical discussion on the results achieved</li><li>• scope of the policy implications or remaining open questions</li></ul> <p>Please refer to the <b>Blog guidelines</b> below.</p>

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<p><b>Policy brief</b> ★</p>	<p>A two to four-page document that draws from your research to provide guidance or recommendations addressing a particular policy problem, either within a specific country/region or globally. The brief should be written for a policy audience, i.e. brief, bulleted or sectioned, attractively presented, and non-technical.</p> <p>Please refer to the <a href="#">Policy brief guidelines</a> (including the template) below.</p>
<p><b>Final report</b> ★</p>	<p>The final report is comprehensive and aimed at presenting your research project in detail, with a high degree of clarity and credibility, to policy and academic audiences.</p> <p>Researchers may select 'final report' as their final deliverable ONLY IF a working paper is not appropriate and must provide the IGC with an explanation for doing so. Reasons for not choosing a working paper may include: the nature of the research is such that it is not suitable for publication in an academic journal (i.e., qualitative or descriptive research, or highly specific policy-oriented research that does not have significant academic value), or the award is for early-stage research that will not generate results by the end of the contract.</p> <p>Please refer to the <a href="#">Final report guidelines</a> below.</p>
<p><b>Working paper</b></p>	<p>A published or working paper that is being, or has been, submitted to an academic peer-reviewed journal. Content for a working paper must include a main report, annexes, and a bibliography, and must be suitable for publication on the IGC website. A typical working paper may include:</p> <ul style="list-style-type: none"> <li>• Abstract</li> <li>• Introduction detailing the purpose of the research, the intervention, evaluation questions, and policy significance</li> <li>• Literature review</li> <li>• The model</li> <li>• Evaluation design</li> <li>• Sampling design</li> <li>• Data collection</li> <li>• Results</li> <li>• Policy implications and recommendations, and conclusion</li> </ul> <p>All researchers must choose a working paper as their final deliverable unless there is a compelling reason to not do so, which must be communicated to the IGC before final contracts are awarded.</p>
<p><b>Project Influence Report (PIR)</b></p>	<p>The Project Influence Report (PIR) seeks to assess the extent of stakeholder engagement, internalisation and feedback related to the project. It reflects the outcomes outlined in the Project Influence Plan (PIP) at the beginning of the project. The PIR asks for information across several policy implementation and local engagement indicators. In addition to supporting reporting, PIR data is used for analysis to improve the IGC's ability to achieve impact on policy discourse.</p> <p>The <a href="#">PIR form</a> is digitised on the PI portal for most projects. For off-cycle projects or events, please contact your Programme Coordinator.</p>
<p><b>Final financial statement (FFS)</b></p>	<p>A financial statement providing actual project expenditure against budget at the end of the project.</p> <p>The <a href="#">Final financial statement form</a> is available <a href="#">here</a>.</p> <p><i>Note: This will need to be submitted and approved before funds can be released for the final output(s).</i></p>



## Blog guidelines

**Word limit:** 800-1,000 words (not counting references, footnotes, or tables).

### General:

- The primary objective of an IGC blog is to make economic debates and research **accessible** to **non-technical** audiences. This means translating complex issues, econometrics, or theory in a manner that preserves the original idea while still clearly conveying the key findings and policy implications of the research.
- The blog should be more rigorous than a newspaper opinion piece but much more accessible than an academic journal article.
- All articles should be informed by **credible research**. Any opinions or arguments made for/against a particular policy should be backed by **reliable evidence**.
- **If based on a specific research paper**, the contribution should read like a research-based contribution to the broad policy debate on some issue – by first setting out the research context and literature, describing the basics of the methodology, discussing the results in an accessible manner (including with relevant figures), and concluding with carefully considered policy implications.
- **If based on descriptive data**, the contribution should read like an opinion piece, making clear arguments and crediting reliable resources underpinning them.

### Content:

- Set the context by mentioning the study's **relevance** to a current policy debate or concern.
- Structure the article to follow a **clear flow of arguments** and be accessible to non-technical readers, making strong use of clear and descriptive subheadings.
- **Short sentences** (maximum 35 words) and **short paragraphs** (maximum five lines) are recommended. Try to use only one idea per paragraph and avoid technical jargon.
- Blogs should be divided into sections with **descriptive subheadings**. This will help the writer highlight the main arguments while also enabling readers to absorb them better.
- No regression tables or equations in the text; they are too much detail for most readers and not enough for the specialists. Please give the results in graphics, charts, or words and direct readers to the underlying research for details.
- **Simple infographics, bar charts, and diagrams** are encouraged!
- Be sure to include the **list of authors, proposed title, and a short teaser** (under 50 words) distilling the main insight/tension at the top of the blog.
- Since our audience is international and IGC is headquartered in the UK, we consistently use **British spelling** across our publications.
- Include **citations as embedded hyperlinks** in the text or, where not possible, as endnotes.

**Examples:** [How farmers in India can be incentivised to save water](#); [Improving tax compliance through public disclosure: Evidence from Uganda](#); [How rural poor populations fared in Pakistan's 2022 floods](#)

**Submission:** Please submit the blog as a **Word .docx file**. Send **figures separately** in an Excel file (preferred) or as high-resolution images (JPG, PDF, PNG).

**Publication:** The IGC's editorial team selects blogs for publication based on the quality of the content and its relevance to IGC's core audiences. Not all IGC blogs submitted as project outputs will be published. This editorial decision will not affect the status of your project payments/milestones.



## Policy brief guidelines

An IGC policy brief draws from your research to provide guidance or recommendations for policymakers in addressing a particular policy problem, either within a specific country/region or globally.

**Page limit:** 2-4 pages

**Template:** Use the [IGC Policy brief Word template](#) found in the [Funded project documents](#).

**Referencing:** [APA style](#), which uses in-text citations: (Luna, 2020); (Goldberg and Pavcnik, 2007); (Adebe et al., 2024). Include citations as references at the end of your brief.

### Audience and writing style:

- The policy brief should be written for a policy audience, i.e. **brief, bulleted or sectioned, attractively presented**, and **non-technical**. Write concisely and for a general audience – the brief should be accessible to someone without an economics background.
- Use **clear and descriptive subheadings** to highlight your main findings/recommendations and increase the readability of your brief.
- Please use **British spelling**. Non-English words should be italicised with a simple definition or English equivalent. For example, "vikas (development in Hindi)".

### Structure of a typical policy brief:

- Bulleted summary of the brief's key messages on the cover page (required)
- Description and significance of the policy issue/problem that your research addresses
- Description of your research and how it addresses the problem
- Non-technical summary of your key research findings
- Recommendations for policy
- Implementation issues/challenges for policy recommendations (political, economic, etc.)

### Content:

- Be sure to include the **list of authors** at the top of the brief.
- **No regression tables or equations** in the text; they are too much detail for most readers and not enough for the specialists. Please give the results in graphics, charts, or words, and direct readers to the underlying research for details.
- **Simple infographics, bar charts, and diagrams** are encouraged. Remember to provide both a title and a caption for figures. Captions should explain the figure and provide the data source.

**Examples:** [Enhanced salience of nonlinear pricing and energy conservation](#); [The favourable impact of livelihood opportunities for vulnerable Rohingya refugees](#); [Kampala's urban accessibility challenge](#)

### Submission:

- Submit the policy brief as a **Word .docx file** using the formatted [IGC Policy brief Word template](#) found in the [Funded project documents](#).
- Send **figures separately** in an Excel file (preferred) or as high-res images (JPG, PDF, PNG).
- **Proofread your document thoroughly before submission** – the IGC may only conduct a light edit using AI tools.

**Publication:** The IGC reserves the right not to publish policy briefs that do not meet our editorial quality standards. This editorial decision will not affect the status of your project payments/milestones.

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## Final report guidelines

The final report is a comprehensive report presenting your research project in detail, with a high degree of clarity and credibility, to policy and academic audiences. Please read these as guidelines, not absolute requirements. We encourage variation to best suit your project.

These guidelines are reserved for researchers for whom "final report" has been confirmed as the final deliverable because an academic paper is not feasible for their project. A **working paper** may be submitted to the IGC following the guidelines and in the template of its intended academic journal.

**Formatting:** Format the final report in a **Word .docx**. Please include the following information on the cover page, which will be used by IGC Comms to create a designed cover page on publication:

- Final report **XXX-XXXX** (add project code)
- **Month 20XX** (month and year of submission)
- Report title and optional subtitle
- Full names of all authors
- Partner organisation names and logos (where relevant)

**Referencing:** **APA style**, which uses in-text citations: (Luna, 2020); (Goldberg and Pavcnik, 2007); (Adebe et al., 2024). Include citations as references at the end of your report.

**Structure:** The final report must include a **main report, annexes and a bibliography**, and must be submitted in a state suitable for publication on the IGC website. The following is a suggested list of sections that a typical final report may include:

- **Cover page:** Details to include on the cover page are listed in the "Formatting" section above.
- **Contents page:** List of sections with page numbers
- **Executive summary:** Concise overview of purpose, findings, and key conclusions
- **Introduction:** Research question, background, and objectives, and policy significance
- **Literature review:** Summary of relevant studies and theoretical context
- **Methodology:** Explanation of data collection, sampling design, and analysis methods
- **Results:** Presentation of findings with data and relevant visuals; interpretation of results
- **Conclusion:** Summary of findings, limitations, and suggestions for further research

### Content and style:

- Please use **British spelling**. Non-English words should be italicised with a simple definition or English equivalent. For example, "*vikas* (development in Hindi)".
- Please provide both a **title and caption for figures**. Captions should explain the figure and provide the data source.
- Ensure that any photos included in the report are captioned, credited, and adhere to the **IGC Photography consent guidelines** found [here](#).
- Submit the final report as a **single Word .docx file**.
- **Proofread your document thoroughly before submission** – the IGC does not edit final reports or working papers.

**Publication:** The IGC reserves the right not to publish final reports that do not meet our editorial quality standards. This editorial decision will not affect the status of your project payments/milestones.

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