IGC Project Proposal Form

Please save this form as a Word document

\**Please note that any missing information on this form could lead to delays if your project is funded.*

1. Project Title:
2. Project Dates

**Start Date** (DD/MM/YYYY):

**End Date** (DD/MM/YYYY):

1. Researchers

Name(s), affiliation(s) and email address(es) of the Principal Investigator and the co-investigator(s).

\*Please note that there is a separate section following this for “Additional Participants,” which includes Research Assistants (RAs) and other consultants.

**Principal Investigator**: **(Required)**

First Name:       Middle Name:       Surname:

Institution Affiliation:

Email Address:       Phone Number:       Address:

**Co-Investigator(s)**:

First Name:       Middle Name:       Surname:

Institution Affiliation:

Email Address:       Phone Number:       Address:

**Co-Investigator(s)**:

First Name:       Middle Name:       Surname:

Institution Affiliation:

Email Address:       Phone Number:       Address:

**Other Investigator(s)**:

For each additional co-investigator, please give their names, institution affiliations, email addresses, phone numbers, and addresses.

1. Management Body

 Will this project be managed by an institution or an individual researcher?

*\* Only check one box. Please see “Important Information for Applicants”*

|  |  |
| --- | --- |
|  **[ ]** Institution | **[ ]** Individual |

If the project will be managed through an institution, please indicate the institution here and provide contact details for the signatory on the contract.

Please give the full, legal title of the registered legal entity for clarity and contracting purposes.

*\*The IGC and its Country Offices do not count as managing institutions. Note that the signatory may not be a researcher on the project. Exceptions are only made for very small organizations. Please email* *mail@theigc.org* *with questions*.

**Institution Legal Name:**

Institution Address:

Institution Phone Number:

**Institution Signatory:**

First Name:       Middle Name:       Surname:

Signatory Title:       Signatory Email:

1. Research Theme

Please choose **one** IGC research theme that is more relevant to your project.

While some proposals may fit into more than one of these four themes, please choose one theme that is most relevant to your research topic.

1. Country Focus

Please indicate which IGC partner country (if any) will be the focus of this project.

If the focus is a non-IGC partner country, please select “Other” and identify the country below.

If there are multiple focus countries, please list them in order of relevance.

Country 1:

Country 2:

Country 3:

If Other, please specify the countries:

1. Research Aim and Objectives

Briefly state the main research question(s).

*\*Note that this section is restricted to 500 words.*

1. Stakeholder Demand and Project Influence

Does this project build on a previous project?

|  |  |
| --- | --- |
|  **[ ]** No | **[ ]** Yes |

If yes, what was the title of previous project and how did it generate demand for this current project?

*\*Note that this section is restricted to 500 words.*

Please explain how this project is linked to the IGC’s goal to promote sustainable economic growth in developing countries. In particular, please detail if this project will address existing growth constraints.

*\*Note that this section is restricted to 500 words.*

Please describe the demand for this research. This could include specific requests from policy-makers or general expressions of interest from global or local stakeholders.

*\*Note that this section is restricted to 500 words.*

If relevant, please describe the way in which you are planning to engage with policy stakeholders, including government actors, the private sector, civil society organisations or any other relevant bodies.

*\*Note that this section is restricted to 500 words.*

1. Academic Relevance

Please explain how this project will build on previous research and how it will push the frontier of existing knowledge.

*\* Note that this section is restricted to 500 words.*

1. Design

Please provide detail on the proposed research design, method and context of the project.

Please include information on planned surveys, any use of external providers, and research assistants.

Attach any charts, graphs, etc. in a Word document attached to your submission email.

*\*Note that this section is restricted to 1500 words.*

1. Budget

Please provide an approximate budget, in **Great British Pounds (GBP)**. Please give expenditure details for different budget line items using the categories provided below.

*\*If you have not yet identified Research Assistant candidates, please give a role description and an estimate of their start and end dates. Please note that all fees must be costed at a fixed daily rate. For more information, please refer to the ‘Important Information for Applicants’.*

|  |  |
| --- | --- |
| **Budget Line Item** |  |
| **Fees** |  **Name** | **Number of Days** | **Daily Rate (£)** | **Total (£)***(per person)* |
| (i) Principal Investigator(s) |       |       |       | **£**      |
| (ii) Research Assistant(s)*(Please list number of people, daily rates, and (if possible) RA names or role descriptions)* |       |       |       | **£**      |
| **Expenses** | **Detailed Description of Item** *(Please note which PI will be reimbursed for each expense)* | **Number of Days or Units** | **Daily Rate or Unit Cost (£)** | **Total (£)***(per line)* |
| (i) Cost of survey, Experiment, or Field Work *(Please note if this will be done by an external firm, and if so, who)* |        |       |       | **£**      |
| (ii) Subscription/Purchase of data *(only for the purpose of the project)* |        |       |       | **£**      |
| (iii) Travel: International, Domestic transportation *(flights, etc.)* |       |       |       | **£**      |
| Accommodation *(per person traveling and per day)* |        |       |       | **£**      |
| Subsistence *(per person per day of travel)* |       |       |       | **£**      |
| (iv) Miscellaneous expenses *(Please specify items included such as books, communication costs etc. This category cannot surpass 10% of the overall budget)* |        |       |       | **£**      |
| (v) Overhead *(Only if managed by an institution and not to exceed 10% of all direct costs specific to the project)* |       **%** | **£**      |
| **Requested Total Budget:** | **£**      |

If this is an application for co-funding, please also outline other organisations you have applied to, amounts and the status of these applications.

|  |  |  |
| --- | --- | --- |
| Organization | Funding Amount (GBP) | Application Status |
|       | £ |       |
|       | £      |       |
|       | £      |       |
|       | £      |       |

1. Timeline of Outputs

Please provide details on the project timeline, deliverable outputs, and a rough forecast of when the requested budget above will be required.

If funded, this will help **determine the project’s funding timeline in the contract**, so please be as accurate as possible. Any missing or incorrect information in this section will lead to contracting delays if your project is funded.

\*Please note that the last 20% of funding can only be released upon delivery of the final project output.

|  |  |  |  |
| --- | --- | --- | --- |
| **Output Deadline Date****(DD/MM/YYYY)** | **Project Outputs**  | **Expected Percentage Share of the Budget** | **Total (GBP)** |
|       |  |  | £      |
|       |  |  | £      |
|       |  |  | £      |
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|       |  |  | £      |
|       |  |  | £      |
| **Project Total:** |      % | £      |

1. CVs

Please attach to this document the CVs or resumes of **all people** participating in the project. This includes all Principal Investigators, Co-Investigators, and Research Assistants (if identified). CVs are used both to assess applications and, if selected for funding, contracting projects.

\*Please keep all CVs **below 2 pages**, and save them in the format “**lastname\_firstname.pdf**”

1. London School of Economics and Political Science’s Terms and Conditions

Posted with this form are the London School of Economics and Political Science’s Standard Sub-contractor Terms and Conditions for the International Growth Centre (IGC).

Please read these Terms and Conditions and, if your project will be managed by an institution check them with your institution’s research department.

Please note that amendments to these terms and conditions are only agreed to in exceptional circumstances. The IGC may have separate terms and conditions pre-agreed with some institutions. Please email mail@theigc.org if you have any questions or concerns about the terms and conditions.

Please note that post-award discussions about these terms and conditions may substantially delay project contracting. A copy of these terms and conditions will be sent to all successful project applicants with their contracts.

By submitting this project proposal form, you are acknowledging that you have read these terms and conditions, and agreeing that all individuals working on this project and, if applicable, institutions managing this project agree to the London School of Economics and Political Science’s Standard Sub-contractor Terms and Conditions for the IGC.

1. IGC Terms and Conditions

**Research Ethics and Human Subjects**

The International Growth Centre (IGC) has to ensure that all its projects are compliant with human subjects’ regulations. Most established research establishments will have such regulations in place to make sure that any human subjects’ part of research work, for instance survey respondents, are treated ethically.

If your project is managed by an **institution**, by submitting this application form you are agreeing that, if your application is successful, you will comply with the human subjects’ regulations of your managing institution and are able to provide these regulations upon request.

If your project is managed by an **individual** researcher, by submitting this application form you are agreeing that, if your application is successful, you and your research team will comply with the human subjects’ regulations of your affiliated institution(s) and are able to provide these regulations upon request.

By submitting this project proposal form, you are acknowledging that you have read these terms and conditions, and agreeing that all individuals working on this project and, if applicable, institutions managing this project agree to the IGC’s Terms and Conditions Research Ethics and Human Subjects.