



International  
Growth Centre

# Call for proposals

Guidelines for applicants

December 2019

DIRECTED BY



FUNDED BY



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# 1. General information

## 1.1. About the IGC

The International Growth Centre (IGC) aims to promote sustainable growth in developing countries by providing demand-led policy advice based on frontier research.

The IGC directs a global network of world-leading researchers and in-country teams in Africa and South Asia and works closely with partner governments to generate high quality research and policy advice on key growth challenges. Based at LSE and in partnership with the University of Oxford, the IGC is majority funded by the UK Department for International Development (DFID). Through a distinctly collaborative and cross-national approach to research and policy influence, the IGC has developed an innovative, policy-driven model that focuses on developing an effective state, fostering private sector enterprise, enabling functioning cities and promoting access to energy – with the underlying aim of driving up living standards and lifting people out of poverty.

The IGC operates in 10 partner countries throughout Africa and South Asia. Country offices allow the IGC to be distinctive among international research funding initiatives in sustaining long-term policy engagement, and helping to ensure our work can be demand-led; they facilitate our work with partners, and deepen sensitivity to the political economy of policymaking.

Our partner countries are Bangladesh, Ethiopia, Ghana, Mozambique, Myanmar, Pakistan, Rwanda, Sierra Leone & Liberia, Uganda, and Zambia. Additionally, we have flexible engagements in Afghanistan, Lebanon, Jordan, Kenya, Somaliland, South Sudan, and Tanzania.

Conducting research in IGC partner countries comes with advantages – access to local research partners, datasets, and established, well connected country teams working to influence local policy. Projects in partner countries become part of the country programme, and engagement with country offices facilitates greater policy impact.

## 1.2. Engaging policymakers through the IGC

Achieving policy impact is a central part of the IGC's purpose. Researchers receiving funding can make use of IGC country offices who are uniquely placed to support policymaker engagement for your project. They are able to provide dedicated support for policy engagement, facilitate meetings with policymakers and key stakeholders, and deliver feedback on project outputs. Researchers are encouraged to:

- Maintain contact with the relevant IGC country team (and explore opportunities to collaborate. Each funded project will be allocated a named Country Economist.
- Engage with policymakers in IGC partner countries within the context of the IGC's work. This could entail taking part in IGC-organised country visits, conferences and workshops, as well as direct interaction in person or remotely with policymakers, in coordination with the IGC country offices.
- Work with the named Country Economist and IGC hub at LSE on communicating the results of the research to a broader stakeholder audience, including blogs.
- Involve researchers' resident in IGC partner countries in their work where possible.

### 1.3. Research priorities

We support research with clear policy implications to promote structural change and inclusive growth in developing countries. While these are macroeconomic phenomena, they are ultimately the result of microeconomic transformations. The goal of the IGC's research programme is to understand why these microeconomic processes play out differently across countries and to identify policies that can reduce these differences. We focus on the following four key transformations:

**Firms, trade, and productivity** - This theme seeks to identify the set of policies that can unleash the potential of firms and increase productivity in developing countries. We think of this transition as arising from three types of transformations: (i) in the capabilities of firms, (ii) in the functioning of markets, and (iii) in the interaction of firms with world markets.

**State effectiveness** - This theme seeks to understand why states are less effective in developing countries, and what policies can strengthen state capabilities to promote inclusive growth. The three pillars of this research agenda are: (i) how can states escape fragility? (ii) what should the state do to promote pro-poor growth and hasten poverty reduction? and (iii) how can the state mobilise domestic resources, build effective bureaucracies and make state expenditures more impactful?

**Cities** - This theme seeks to understand how the positive externalities generated by cities in developing countries can be harnessed while minimising the negative impact of high density. The three questions for research are: (i) how can cities promote agglomeration economies, become more productive and inclusive? (ii) how can the challenges that come with high urban density be addressed? (iii) how can structural models inform the design of transportation and land policies for cities?

**Energy and Environment** - This theme seeks to understand how energy policy can promote economic development in developing countries. The three main areas of research are: (i) energy access: how will the last billion get access to energy, and what benefits will it bring for their livelihoods? (ii) global externalities from energy consumption: what are the most effective policies for developing countries to mitigate and adapt to climate change ? (iii) local externalities from energy consumption: in countries with weak enforcement capacity, how can regulations reduce the local harms from pollution?

For a more detailed research agenda for each theme, please see the [IGC Research Strategy](#)

We also provide a visual mapping of thematic priorities across all IGC countries [here](#).

For more detailed IGC countries research priorities, see [here](#).

For a review of the literature on each of our four themes of research, see our newly produced 'Evidence Papers' for each of our four themes: [state, firms, energy, and cities](#).

All applicants are strongly encouraged to review these documents before preparing their application.

## 2. Eligibility

Under this call, The IGC strongly encourages researchers to submit proposals through a managing research institution/organisation (University, NGO, etc). We will only accept proposals submitted by an individual researcher that is not institutionally affiliated in exceptional circumstances. The IGC and its country offices do not count as managing institutions.

A single institution is allowed to submit multiple proposals during the same call for proposals. A single researcher can also be included in more than one proposal. If multiple proposals are submitted, the researcher and/or institutions involved should have the capacity to conduct the research according to the proposed timescales.

Applicants should read the country and global research priorities on the IGC website to ensure that their proposal is eligible for funding. Proposals that align with a specific IGC country's areas of focus but are not directly tied into one of the four research themes will not be discounted. Likewise, proposals that involve one of the four research themes but are not directly tied into one of the IGC countries area of focus will also be considered for funding.

## 3. Review process

### 3.1. Evaluation criteria

The IGC gives equal opportunities to researchers from all over the world, and research proposals are assessed based on their ability to show empirical rigour, relevance to inclusive growth policy, and value for money.

The main criteria against which proposals are evaluated are as follows:

1. **Alignment with research strategy**
2. **Quality of research design**
3. **Policy impact**
4. **Academic impact**
5. **Engagement with local institutions, including IGC country teams**
6. **Value for money**

The IGC will not fund projects that are a) purely qualitative, b) not grounded in sound economics research principles, or c) relevant only to middle-or high income countries.

### 3.2. Review of proposals

Proposals are shortlisted for funding following a three-stage review process. The IGC first verifies proposals for completeness and eligibility, and performs an initial quality assessment. Eligible proposals then undergo a peer-review evaluation by the IGC Research Programme Directors and IGC country teams, based on the evaluation criteria specified above.

Following the peer-review evaluation, proposals are ranked and shortlisted for decision-making by the Commissioning Boards. The Commissioning Boards, composed of a group of academic and policy specialists as well as the IGC leadership team, will convene in March 2020 to decide on the final selection of proposals. The IGC holds four Commissioning Board meetings, one on each thematic research area: 1) Firms, Trade, and Productivity, 2) State Effectiveness, 3) Cities and 4) Energy and Environment. The Commissioning Boards may impose additional conditions and request further information and/or amendments to the proposal whenever needed.

All proposals that are selected for funding are finally approved by DFID to safeguard against any duplication of other DFID funded research.

The IGC strictly adheres to rules of impartiality during its evaluation process and Conflict of Interests provisions are in place to ensure that decision-making happens fairly and transparently. All reviewers and Commissioning Boards members that have a conflict of interest are not involved in any stage of the decision-making process on those proposals.

### 3.3. Awards

Applicants will be informed of the outcome of their application shortly after the Commissioning Boards meetings. Successful applicants will be issued an award letter which contains details of the funding and contractual agreements are drawn up. The IGC strongly encourages applicants to give detailed and accurate information in the proposal form

and budget. Incorrect information on the proposal form, costs which do not adhere to IGC guidelines, and negotiations with institutions regarding the IGC Terms and Conditions can all lead to contracting delays.

## 4. Submitting your application

### 4.1. Instructions

Please follow these steps in submitting your proposal:

1. Review the [IGC research priorities](#) section on the call for proposals webpage to see if your proposed topic fits with the IGC research agenda. These include the 'IGC Research Strategy', which lays out the core research questions and priorities within our four themes. We also encourage you to then review the country research priorities for the country you wish to conduct research in.
2. Please **read** this '**guidelines for applicants**' document to help you complete the application form.
3. **Fill in** all the fields of the **IGC proposal form** and **populate the budget template**. Applications without this budgetary information will not be considered for funding.
4. **Save** the IGC proposal form **as a Word document (.doc/.docx file)** & **save** the budget template **as an Excel document**. **Do not submit your application as a pdf. Do not submit previous versions of the form or budget. They will not be considered. Submissions in formats other than .doc/.docx and .xls/.xlsx will be returned and asked to be re-submitted.**
5. Please **send** the completed **IGC proposal form and detailed budget breakdown** to [igc.research@lse.ac.uk](mailto:igc.research@lse.ac.uk) by **11:59pm GMT, 12 February 2020**. Any missing information on the forms could lead to delays if your project is approved for funding

Late applications will not be considered and hard copies of proposals will not be accepted.

### 4.2. Guidelines

- Applications will only be accepted if completed and submitted in the proposal form and budget template provided on the IGC website.
- The proposal form contains word limits for each section which you are expected to comply with.
- Tables, charts, graphs, CVs or letters of engagement should be attached to your application as a separate PDF document. Attachments can only be used to provide supplementary information that cannot be displayed in the proposal form and should not be used to exceed the word limit for a particular section.
- Applications that are late, incomplete, submitted in the incorrect format, or do not include a budget breakdown will not be considered for funding

For projects based in IGC partner countries, we strongly recommend researchers discuss their proposal with the relevant IGC partner country team. For institutionally managed projects, we highly recommend researchers to discuss their proposal with their pre-awards department.

Please email [igc.research@lse.ac.uk](mailto:igc.research@lse.ac.uk) with any questions.

## 5. Guidelines for completing the proposal form

### 5.1. Project summary

#### Project title and summary

The main focus of the summary should be the motivation and policy impact of the research. It should be approximately 300 – 500 words in length. More information on writing project summaries can be found in Annex 3 of this document. If your project is successful, the IGC would like to upload the short summary on the IGC website. We will check with you first to confirm if any changes need to be made or if the content is confidential.

#### Start and end date

We advise researchers to select a project **start date** from May 2020 onwards to allow time for the Commissioning Boards to make their decisions, for researchers to be notified, and for the contracting process to be completed before a project is due to begin.

The **end date** of the project (i.e. the date on which the final deliverable is due for submission to the IGC) cannot go past September 2027, which is when our current contract with our principal donor terminates.

#### Total budget requested

The total amount requested for the project in Great British Pounds (GBP).

### 5.2. Participant information

#### Researchers

Contact details of the research team; i.e. the Principal and Co-Investigators on the project. Researchers who do not have a personal website should attach a CV or resume (max. 2 pages) with their application in a PDF format. Every project should have a Principal Investigator.

#### Management body

A research project can either be managed by an **institution** or an **individual researcher**. The IGC and its country offices do not count as managing institutions. We will only accept proposals from non-institutionally affiliated researchers in exceptional circumstances, which will require an explanation. **Individual researchers are required to fill out this form as well as the IGC Project Proposal Research Assistants form provided on the website.**

For an institutionally managed project, it is the institution (university, NGO, etc.), not the Principal Investigator, who will be managing the grant funds. For individually managed projects, the Principal Investigator is in charge of managing the grant funds, including fronting the costs for expenses, etc.

Management body	Description
<p><b>Institutionally managed projects</b></p> <p>For an institutionally managed research project, it is the institution <u>not</u> the Principal Investigator, who will be managing the grant funds.</p>	<ul style="list-style-type: none"> <li>• The IGC (LSE) will contract the institution to manage the administration of the funds awarded to the project.</li> <li>• The institution will be paid directly upon the submission and approval of agreed outputs. Institutions are required to submit a “Final Financial Statement” at the end of the project and keep records of project expenditure supporting this statement.</li> <li>• The project proposal must include details of the institutional signatory, who is the individual responsible for signing the finalised contract on behalf of the institution (<b>note</b>: this cannot be an individual also responsible for conducting research on the project).</li> </ul>
<p><b>Individually managed projects</b></p> <p>For individually managed projects, the Principal Investigator is in charge of managing the grant funds</p>	<ul style="list-style-type: none"> <li>• The IGC (LSE) will contract all individuals that will receive fees and/or be reimbursed for expenses during the project.</li> <li>• Principal and co-investigator(s) fees will be paid upon submission of agreed and approved outputs. <ul style="list-style-type: none"> <li>○ At least 20% of fee days in a contract need to be reserved for the reimbursement of the final output. Individuals must provide written confirmation of hours worked on each output in order for the funds to be released.</li> </ul> </li> <li>• Expenses will be paid as incurred upon the submission of an “Expense Claims Form” and scans of receipts. <ul style="list-style-type: none"> <li>○ The form and receipts should be submitted by the Principal Investigator. All travel expenses must be in line with the IGC Travel Policy.</li> </ul> </li> <li>• The Principal Investigator is responsible for managing the grant, including ensuring there are sufficient funds to cover the cost of expenses (e.g. flights, hotels, survey costs, etc), which will be reimbursed in arrears.</li> <li>• Principal and Co-Investigator(s) should complete the IGC Project Proposal Research Assistants form for additional individuals involved in the project, including research assistants, copy editors or other non-investigator positions in the project. <ul style="list-style-type: none"> <li>○ If specific individuals have not been confirmed at the time of submitting the proposal, this can be completed at a later date. Note: the IGC is unable to contract and pay additional participants until the form is completed and individuals are contracted.</li> <li>○ Fees for these additional individuals will be paid upon submission of and Principal Investigator’s approval of the “Fees Claims Form”.</li> </ul> </li> </ul>

### 5.3. Research theme and country focus

#### Research Theme

The IGC funds research that focuses on four main research themes which are essential to economic growth: 1) Firms, Trade and Productivity States, 2) State Effectiveness, 3) Cities and 4) Energy and Environment. Select one of the four research themes that is most relevant to your project. More information on each of the four themes can be found on the IGC website - <http://www.theigc.org/funding/research-priorities/>

#### Country focus

Identify which IGC partner country will be the focus of your project. If your project focusses on multiple IGC countries, please list them in order of relevance and indicate if you have discussed the proposal with an IGC partner country team. If the main country of focus is a non-IGC partner country, identify which country it is.

### 5.4. Research aim and academic innovation

Use this section in the proposal form to state the main research question(s) and explain how this project will push the frontier of existing knowledge. This section is restricted to 500 words.

### 5.5. Research design

Use the first part of this section to provide details on the proposed research design, methodology and context of the project. This should include information on planned surveys, any use of external providers, and Research Assistants. This section is restricted to 1500 words. If you would like to share any graphs, tables, or charts to support the research design, please submit these as separate attachments in a PDF format.

In the second section, select the type(s) of activity the project relates to, methodology (if it involves empirical analysis) and source of data. This section will give us an overview of the proposed research design and methodology.

### 5.6. Relevance to inclusive growth policy

Use this section in the proposal form to describe the relevance of the project to the inclusive growth policy challenges faced by developing countries. Describe how it fits with the IGC research agenda. This section is restricted to 500 words.

### 5.7. Policy stakeholder engagement

Use this section in the proposal form to define who are the stakeholders to whom this project responds and/or is directed towards. Also describe how this project opportunity was identified and if relevant, detail the way in which you have engaged or are planning to engage with policy stakeholders, particularly with regards to the project design, implementation and dissemination. This section is restricted to 500 words.

### 5.8. Timeline of outputs

In your timeline of outputs, you are asked to estimate **when** you expect to need your requested budget. Providing accurate and detailed information in the application form will allow us to better match grant disbursements to your needs and to match payments to major blocks of research activity. The IGC will disburse funding in different ways,

depending on if your project is managed by an institution or individual. Disbursement of all funds will be conditional upon the quality review and approval of all deliverables.

It is the Principal Investigator’s responsibility to notify the IGC of any project delays or research plan changes as soon as possible. Failure to do so may lead to payment delays and even threaten overall project success. Certain outputs on the schedule have been pre-selected as they are mandatory. **You must select either Final Report or Academic Paper as the final research submission for the project.**

Type of outputs

IGC funded projects are required to submit outputs over the course of the project lifecycle. More information on the different type of outputs is summarised below.

Output	Description
<b>IRB approval</b>	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.
<b>Project Influence Plan (PIP)</b>	The IGC is trying to better understand the way in which the policy contexts and engagement affect the impact of research on policy, which requires us to better understand the intended policy influence of each project. The Project Influence Plan seeks to identify which mechanisms and steps the project will employ to influence policy.
<b>Progress report</b>	An interim report that summarises all project activities related to the intervention and the research completed during the reporting period. This should include: <ul style="list-style-type: none"> <li>• a description of any materials produced,</li> <li>• policy communication activities undertaken,</li> <li>• objectives met, and</li> <li>• challenges faced, and if/how they were resolved</li> </ul> We recommend selecting additional progress reports as outputs if your project exceeds 1 year in length.
<b>Blog post</b>	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.
<b>Policy brief</b>	A 2 - 4 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 memo should be written for a policy audience, i.e. brief, bulleted or sectioned, attractively presented, and non-technical. A typical memo may include the following sections: <ul style="list-style-type: none"> <li>• description and significance of the problem,</li> <li>• evidence of the scope of the issue/factors contributing to the issue,</li> <li>• description of your research and how it addresses the problem,</li> <li>• recommendations for policy, and</li> <li>• implementation issues for recommendations (i.e. political, economic, environmental,</li> </ul>

	and so on)
<b>Final report</b>	<p>The final report is a comprehensive report that is aimed at presenting your research project in detail, with a high degree of clarity and credibility, to policy and academic audiences.</p> <p>It must include a main report, annexes, and a bibliography, and must be suitable for publication on the IGC website. A typical final report may include the following:</p> <ul style="list-style-type: none"> <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</li> <li>• conclusion</li> </ul> <p>Researchers may select 'final report' as their final deliverable ONLY IF an academic paper is not appropriate. Reasons for not choosing an academic 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>
<b>Academic paper</b>	A published or working paper that is being, or has been, submitted to an academic journal. Content for an academic paper is similar to the final report (see section above).
<b>Project Influence Report (PIR)</b>	The Project Influence Report (PIR) seeks to provide an account of the extent and ways the project achieved policy impact, and reflects on the information outlined in the PIP at the start of the project. The PIR also asks for updated information to act as a project summary on the IGC website, as well as information across a number of indicators against which the IGC is required.
<b>Final financial statement (FFS)</b>	A high-level summary of actual project expenditure at the end of the project. This will need to be submitted and approved before funds can be released for the final outputs. This is only relevant for institutionally managed projects.

#### Payment schedule

- **First output (Project influence Plan and IRB approval):** A maximum of 30% of the total funding can be released for this output. The due date of the first output needs to be at least 4 weeks past the project start date. The IRB approval can be submitted either as the first or the second (interim) output.
- **Interim outputs (Progress report(s)):** Researchers are expected to submit a progress report about every six months from the due date of the first output.

- **Final outputs (Final report/academic paper, policy brief, blog post, Project Influence Report, FSS):** Each project is required to include 1) either an academic article suitable for publication in a peer-reviewed journal or a final report detailing the project findings and results, 2) a 2-3 page IGC policy brief, and 3) a Project Influence Report. As part of the IGC's goal to bridge the gap between research and policy, we encourage researchers to include a blog post as part of the interim or final set of deliverables. For the final set of deliverables, a minimum of 20% of funding needs to be reserved. The due date of the final outputs needs to correspond with the end of the project.

## 5.9. Financial information

### Budget breakdown

All proposals should provide a detailed budget breakdown, which should be completed in the budget template provided on the IGC website. Information on the different cost categories and tips for completing the template is found in *section 6 - budget guidelines* of this document. Please carefully read through those instructions before submitting your application.

In all budget categories, applicants should bear in mind that **'Value for Money'** is one of the IGC's core evaluation criteria. Proposals will be evaluated against VfM criteria covering the following:

- Economy: budgets will be scrutinised to consider whether they are of optimum quality and quantity of output to warrant the value assigned, including consideration over the relative costs for fees, surveys, travel etc. Where necessary, the Commissioning Boards could recommend alterations to the budget.
- Efficiency: projects will be reviewed to consider the expected quality and quantity of outputs, as well as their relevance for policy and academic influence.
- Effectiveness: the intended project outcomes will be considered to ensure that the maximum possible outcomes are achieved relative to cost. This component of VfM will also consider projects wider potential for impact related to growth policy.

If your project is funded by the IGC and we have approved the submitted budget, it will not be possible to move funds across the fees and expenses categories in the course of the project without seeking prior approval. However, IGC rules do allow for some flexibility in shifting funds between budget items within those two broad categories. Please note that institutions will need to justify these changes in the 'Final Financial Statement' at the end of the project.

### Co-funding

The IGC asks that you provide details of any funding that you have applied for from other funders on this project. These applications could be pending, awarded, or rejected. If your project is successful, we will confirm that the other funding required is still in place.

## **5.10. Terms and Conditions**

IGC Terms and Conditions for the new phase of operations are being currently finalized in partnership with The London School of Economics, and will be published on the funding webpage in January 2020.

## **5.11. IGC engagement**

In this section the IGC seeks to gather information that can be used for internal monitoring purposes. Your answers to Q2-4 will not affect the status of your application.

## 6. Budget guidelines

The IGC requests a detailed budget breakdown to be submitted alongside the proposal in the template provided on the IGC website. The proposed project budget will be scrutinised and applicants should keep in mind that value for money is a key evaluation criteria. More information on what the IGC means by **value for money** can be found in *section 5.9. Financial information* of this document.

Budgets should be submitted in **Great British Pounds** and include line by line information of all expected costs to be incurred on the project. Any budgetary requirements tied to the funding will be shared in the award letters. The IGC performs a thorough review of all project costs and budgets may be subject to negotiations.

Awards will be made in GBP and the IGC does not allow for changes to budgets post project approval to account for exchange rate fluctuations.

As per the Terms and Conditions of the award, both individuals and institutions will be contractually bound to keep accurate and systematic accounts, files and records (which must clearly identify the basis upon which charges have been calculated), and which can be made available for audit as required.

### 6.1. Fees for project personnel

#### Research staff fees

Proposals can include Principal and Co-Investigator remuneration where this is not covered from other sources. If the investigator is undertaking work as stated in the proposal *in addition to* the normal duties associated with his role in the institution, then these fee days should be accurately reflected in the budget. However, the IGC also has to manage approval of project budgets from a value for money perspective. Therefore, proposals that contain fee days for Principal and Co-Investigators over 22 days may not be viewed as representing value for money and typically the IGC does not approve requests for fees over 22 days.

#### Other project staff fees

Proposals can also include fees for other project staff such as Research Assistants/Associates, Project Managers, data specialists, etc. Research Assistant and personnel days should be in proportion to the length of the project and reflect the true extent of their work days.

#### Daily fee rates

Fee rates should comply with the guidance and figures set out in the **IGC pay matrix** (see annex 2). Please specify in the budget the daily rate for each individual claiming fees on the project and the expected number of days work.

#### Employment benefits

For all fees that are part of the budget, the IGC will not provide additional funds for employment benefits over and above the fee rate. Institutions are allowed to charge their own employee and employer's oncosts to the project and can include these in the daily fee rates when submitting the proposal (ensuring that these are also in line with the IGC pay matrix guidelines).

## 6.2. Data collection

Data collection costs refer to any costs related to the gathering of data such as conducting surveys, field work, data subscriptions, etc. It can include enumerators' salaries, subsistence, training, accommodation, transport, materials or other related costs that are essential for the successful completion of the data collection activities. All data collection costs should be justified in the budget template.

Please note that we require to know the size of the sample that you will be surveying. This is to put the cost of the survey into context so a value for money judgement can be made.

### Survey staff salaries

Proposals can include salaries for field/survey staff. Please describe in the budget how many field staff will receive a salary, the number of expected days' work, and the daily rate. Please also provide a justification that explains how their time will be spend on the project.

### Survey staff travel

Proposals can include travel cost such as transport, accommodation, food, etc. for the field/survey staff working on the project. Please identify for each travel cost, how many field staff this covers, the number of days/units, and daily rate or unit cost. Please also provide a justification for the travel that will be undertaken. Any travel related expenses of the research team should be included in the **travel expenses for project team** section of the budget.

### Materials

These include the sub-headings a) tech equipment rental, b) tech equipment purchase, c) stationary, d) communications, and e) data purchase / subscriptions. Proposals can include cost of data collection tools such as rental or purchase of tech equipment such as tablets, the use of stationery items such as pens and paper etc. and communication related costs such as network provider charges. Other categories such as data purchase/subscription and incentives for data collection purposed also need to be categorized separately according to the template. Please provide a description of the item, the quantity and cost of each material, and what data collection activity will be carried out using those materials.

### Training

Proposals can include costs for training for staff conducting the data collection. Please provide a description and breakdown of the training costs and clarify what the training is for. Any training for project personnel like Research Assistants should be included in the 'other' under **events/dissemination section** of the budget.

### Other

Please use this section in the budget to specify any data collection costs for the project that are not covered by the aforementioned categories. This can include monthly subscription for specialised software, etc. Please ensure that you provide details and a justification for each of those costs.

## 6.3. Events / Dissemination

Proposals can include event costs and other related costs to disseminate the research findings and facilitate engagement with policymakers. Research teams are encouraged to liaise with IGC country teams in planning their dissemination efforts, particularly where teams have contacts relevant to the research findings.

Please ensure that the event costs of catering, conference package, venue hire and marketing/advertising are provided separately with justifications for each of those costs. Capacity building costs such as training research assistants, training for policy makers etc. can come under the 'other' sub-section.

## 6.4. Travel expenses

Travel expenses may cover project related travel of the research team, i.e. the Principal and Co-investigators, Research Assistants, Project Managers, etc. Travel expenses for field and survey staff should be included in the *data collection* section of the budget.

Please consult the IGC travel policy in annex 4 when composing your detailed budget for your application to ensure that it is in line with IGC guidelines as well as for more information on the reimbursement process.

### Flights

The IGC contributes towards air travel (both international and domestic) for **standard economy class** travel only, across the most cost effective route between country of location and country of destination, booked reasonably in advance of the travel dates. Business flights will not be reimbursed by the IGC. If the traveller plans to travel on a ticket other than standard economy he/she must provide a standard economy class quote for the exact same itinerary.

Please specify in the budget what the flight route is (to/from), the number of flights/travellers on that route, and the cost of the flight.

### Other travel

For other transportation costs, please include the mode of transport, the number of travellers, and the anticipated cost. More information about the different transport categories (i.e. car, train, taxis, public transport, etc.) can be found in the travel policy (see annex 4).

### Accommodation and subsistence

The travel policy includes IGC **accommodation and subsistence** rates for travel to IGC partner countries. The IGC will only contribute to travel expenses that are in accordance with the rates specified in the IGC travel policy (see annex 4). For guidelines on accommodation and subsistence rates in non-IGC partner countries, applicants should follow the [HMRC World Wide Subsistence Rates](#).

### Miscellaneous

Travel expenses such as **visa costs** and **vaccinations** can be included as direct costs when the traveller is a non-fee earning participant on the project. Otherwise, these costs should be incorporated into the daily fee rate.

## 6.5. Equipment

The IGC follows strict equipment procurement guidelines from the IGC funder. All procurement of equipment must be undertaken in accordance with DFID Guidance on Procurement of Goods and Environmental Procurement Policy or such other procedures as may be agreed in writing. Procurement must also achieve value for money and be conducted in a fully transparent manner; and be on the basis that the ownership in equipment shall vest in DFID, and shall be so marked.

The IGC expects that researchers and institutions provide their own IT equipment to carry out its project activities and does not normally contribute funds for tools of trade. If there is a strong case for charging the IGC for IT equipment on this project, strong justification needs to be provided.

In the event that the IGC sanctions funds to be spent on IT equipment such as laptops, tablets, computers, etc. this will be limited to either a case for renting the equipment or charging the IGC the value of the equipment for the period it will be used during this project by applying an accelerated 3 - year depreciation rule (50 – 30 - 20) to the full cost of the equipment. For example, if a £400 laptop will be used for the project for 1 year, the IGC may contribute £200 towards the purchase of that laptop. If the full cost of the equipment is charged to the project, a rationale needs to be provided in the budget template. The IGC does not guarantee funding towards cost of equipment and will determine if it represent clear value for money.

## 6.6. Subcontractor(s)

If you are using a third party to carry out work on the project, those costs should be included in the *data collection* or *events/dissemination costs* sections of the budget template. Please provide a breakdown of the activities and associated costs that the subcontractor will implement for the project. Please include the name of the supplier or write 'supplier TBC' if you have not yet chosen your preferred supplier.

You should justify in the budget why you have chosen that particular supplier and whether you have gone through a competitive procurement process; demonstrating that this represent value for money. For any service (such as a firm hired to conduct a survey) included in the budget which amounts to £8,000 or more, researchers are encouraged to obtain competitive quotes in order to ensure value for money. For auditing purposes, the Principal Investigator/ institution should retain all receipts from all service providers.

## 6.7. Overhead

If a project will be administered through an **institution**, overhead can be paid but is **capped at a maximum of 15%** of the total costs specific to the project. Please note that the IGC defines an institution as an organization occupying a physical space where it is located, and that actively incurs costs (such as rent and services) which are consistent with overhead charges. The project budget should reflect this as appropriate. Please note that only institutions can apply for an overhead recovery.

## Annex 1 – Frequently Asked Questions

### 1. Do we need prior engagement with the respective IGC country team and stakeholders?

Prior engagement is not a requirement, but the proposal is more likely to be successful if it responds to policy demands in the country selected. The IGC recommends researchers submitting country-focused research to discuss their proposals with the relevant IGC partner country team. Country teams can also facilitate dialogue between researchers and policymakers. Researchers should contact the country teams for more information.

### 2. We are applying for other sources of funding, or have already received other funds. Is it still possible to apply?

Yes. The IGC encourages applicants to indicate budget priorities in their proposals under the section regarding *'financial information'*. In the event that the IGC is unable to fund the entire project, it will then be easier to identify which modules are essential. Applicants who have secured or aim to secure other funding are also welcome to apply for only partial funding for their project from the IGC. In this scenario, applicants should make clear what proportion of overall funding for the project is being requested from the IGC, and which proposed milestones will trigger IGC payments.

### 3. Do you fund researchers who are not engaged at top universities or who are not local (where applicable) to the country of research focus?

Yes, IGC gives equal opportunity to researchers from all over the world, and proposals are assessed on quality and the evaluation criteria outlined in this document.

### 4. Does the IGC provide preliminary feedback or technical support when preparing the proposal? No

### 5. Can a research assistant be hired?

It is typical for researchers to hire their own Research Assistants (RAs) for these projects. For institutionally managed projects, these RAs are contracted by the managing institution. For individually managed projects, these RAs are contracted by the IGC.

### 6. Our proposal was rejected. Could you send us specific comments regarding our proposal?

Due to the large number of proposals the IGC receives, we are unable to provide in-depth feedback to rejected proposals.

### 7. Do you pay per diems?

No, the IGC follows the UK DFID's travel policies, and is unable to pay per diems. It does, however, fund expenses if they have been budgeted for in the proposal, and only if original receipts are presented. Please refer to the IGC Travel Policy in annex 4 for further details.

## Annex 2 – IGC pay matrix

The IGC is bound by the terms of its funding contract to ensure Value for Money (VfM) in all of its activities. The criteria for assessing project proposals will therefore take into account VfM for the entire project and also individual budget lines within it. Accordingly, proposals must contain **fee rates** that demonstrate VfM, taking into account **local market rates**.

The rates table below should be used as a guideline for individuals and institutions collating project proposals for IGC funding. It provides guidance based on different categories of qualifications and experience.

It is recognised that there may be occasions where the rates put forward in proposals will fall outside the ranges given in each category. Reasons for this would include comparison with local market rates at the lower end of the range, or extensive experience at the upper end.

For all approved proposals, and particularly for those where the proposed rates fall outside the category ranges below, a justification of the proposed fee rates may be requested, and the terms and conditions of the resulting contract may require an audit of these rates to ensure VfM has been obtained.

Criteria	Fee rate range (GBP per day)
B.Sc., B.A. (or equivalent) or experience relevant to the research/work required	up to £65
B.Sc., B.A. (or equivalent) with experience relevant to the research/work required	up to £100
Master's (or equivalent)	up to £120
Master's (or equivalent) with experience relevant to the research/work required	up to £200
Master's (or equivalent) with extensive experience relevant to the research/work required	up to £300
PhD student (or all but Dissertation)	up to £180
PhD student (or all but Dissertation) with experience relevant to the research/work required	up to £220
Post-doctoral level	up to £260
Post-doctoral level with experience relevant to the research/work required	up to £320
Assistant/Associate/Full Professor (Lecturer/Senior Lecturer/Reader) OR exceptional operational or policy experience	up to £500

## Annex 3 – Guidelines on writing project summaries

### Structure

Section 1: Outline the context and primary motivation for the study. This can also highlight the gap in the literature that the research addresses

Section 2: Define policy relevance for the project, and if possible, the expected impact or desired stakeholder uptake for the project

Section 3: Non-technical summary of the study design and methodology

### General guidelines

- 500 word summary
- Non-technical language ensures the summary is accessible to wider audiences. Readers seeking more technical summaries will be proficient enough to find details in a working paper or further output if needed
- Use bullet points where possible

- The main focus of the summary should be the motivation and policy impact, to reiterate – audiences that wish to understand the more technical aspects of the intervention and its design will be able to access further technical outputs.

## Annex 4 – IGC travel policy (as of March 2019)

**Last updated:** March 2019

**Version:** 5.0

This travel policy is applicable to all those travelling on IGC related activities and is based on strict **value for money** principles.

Please either submit claims on a monthly basis or as soon as possible after the expenditure has been incurred. ***If you submit a claim which is more than 90 days after the date of the actual expense, it may be refused.***

Please note it is your responsibility, ***before commencing travel***, to ensure:

- you are medically fit to travel
- you have the appropriate vaccinations before travel
- you visit the [gov.uk](http://gov.uk) travel abroad website and read the latest information for the country you will be visiting
- you have in place the appropriate passport and visas before you travel
- you have undertaken any necessary training for the visit
- you should carry contact details for the overseas office/post or organisation with whom you will be working, for use in the event of an emergency
- if you will be working in the country for more than a few weeks, you are encouraged to register your presence with the post/diplomatic mission or embassy for the country of citizenship.

### TRAVEL

**Air Travel:** You ***must plan your journey as far in advance as possible to ensure that it can be taken in the most economical way*** (tickets bought 21 days ahead of travel are substantially cheaper than those purchased closer to departure).

Consistent last minute requests for travel bookings processed by the IGC Hub may result in the full value of the expenditure not being met by the IGC.

All IGC air travel (both international and domestic) will be reimbursed for **standard economy class travel**, across the most cost effective route between country of location and country of destination, and must demonstrate value for money (VFM).

**BUSINESS CLASS TRAVEL CANNOT BE CLAIMED.** If your travel requirement does not meet these criteria you must contact the Hub for further guidance before you travel. If you choose to travel on a ticket other than standard economy you must provide a standard economy class quote for the exact same itinerary (same route, airline and dates), obtained on the same date. You will receive reimbursement for the value of the economy quote. **Premium or flexible economy quotes are not permitted.**

Travelers are advised to make their own travel arrangements. However for large regional events or for Growth Week in London, there may be an opportunity for you to book your ticket through the IGC Hub in London. Invitees to these events will be informed well in advance if the Hub can make travel bookings for delegates. Please enquire well in advance if you are in any doubt on whether this service will be available for the event you are attending.

### Personal Travel:

When personal travel has been combined with that of IGC business, a standard economy quote must be obtained at the same time and submitted for the IGC business portion. You will then be reimbursed on the value of that economy quote.

**Public Transport:** Travel by public transport is strongly recommended and should be used wherever, and whenever possible, and a safe and reliable service is available.

**Train Travel:** Travel by train (including sleeper train) will be reimbursed for standard class only.

**Taxi Travel:** Travel by taxi is discouraged. Taxis should only be used when:

- disability or health considerations prevent the use of public transport
- public transport is not available
- there is no reasonable means of public transport to or from the destination
- it is not safe to use public transport.

When taxi use is unavoidable, it is expected that a **standard** service is used. Luxury vehicles are not permitted. In cases where a receipt cannot be issued, a handwritten confirmation should be obtained by the traveler indicating travel to and from, date, and fare paid with the driver's signature.

Taxis in London are not generally permitted. The IGC recommends that you use the following for London airport services: [Heathrow Express](#), [Gatwick Express](#), [Stanstead Express](#), and the [London Underground](#) for London City Airport and general travel in London.

**Car Travel: When travelling by car it is your responsibility to ensure that:-**

- there is valid vehicle insurance that covers all of the following: a. bodily injury to or death of third parties or any passenger; b. damage to the property of third parties; and c. the use of the vehicle for business
- all drivers hold a valid driving licence
- the vehicle is properly maintained and serviced
- you have received IGC Hub approval in advance of travel.

**Self-drive Motor Car:** If it is a more suitable alternative, you may hire a self-drive motor car for travel on IGC business. The cost of the hired car plus fuel will be reimbursed, on production of receipts.

**Travel by Private Vehicle:** IGC strongly discourages travel by private vehicle and it should be the last option to be considered for travel. Private vehicles may only be used if:

- health or disability considerations prevent the use of public transport.
- there is no reasonable means of public transport to or from the destination.
- it is not safe to use public transport.
- it represents better value for money than taxi or public transport (for example, in terms of overall travel time, or if you have accompanying colleagues in the vehicle).
- the insurance and servicing requirements set out above are adhered to.

**UK Travel:** If your travel is within the UK, the following mileage rates will be reimbursed:-

- Up to 10,000 miles per annum: 40p a mile.

- Over 10,000 miles per annum: 25p a mile.

When a private vehicle is required to undertake IGC business in the U.K., mileage will be reimbursed upon presentation of an estimate of distance travelled. Please provide the post codes for the departure and arrival points, mileage and reason for travel.

**Overseas:** If your travel by car is outside of the UK, the mileage will be reimbursed at the rates stated in the [Rotary International](#) 'FY2015-16 Automobile Reimbursement Rates' set out by country in Appendix 2.

## HOTEL ACCOMMODATION AND SUBSISTENCE

Accommodation will be reimbursed in accordance with the table of accommodation allowances set out by country in Appendix 1.

Subsistence will be reimbursed on submission of clear and legible scanned receipts in accordance with Appendix 1 attached to this policy. If you are visiting a country not listed in the appendix 1 then you must follow the [HMRC World Wide Subsistence Rates](#).

IGC **will not refund minibar purchases** as these are not itemised on hotel bills and are deemed not to represent value for money.

Individuals carrying out IGC programme related activities are advised to book their own accommodation for non-UK engagements due to credit card requirements for holding reservations.

For personnel travelling to **the UK** on IGC programme related activities, accommodation will be booked and paid for by the Hub. However, when personnel opt to arrange their own accommodation they will be reimbursed on submission of clear and legible scanned receipts in line with the allowances in the Appendix 1.

## OTHER EXPENSES

**Incidentals:** Reasonable incidental expenses for services offered by the hotels such as laundry (for stays longer than 3 days), telephone, broadband, and business centre usage for IGC business purposes, will be reimbursed upon submission of the hotel invoice.

**Alcoholic Drinks:** Please note alcoholic drinks are not reimbursable. If incurred at the hotel these expenditure items should be paid for on departure by the individual.

**Visas:** Unless otherwise notified by the IGC Hub, the IGC is **unable to reimburse** the cost of visas as this expense is incorporated in fee payments. Non-fee earning participants attending IGC events will be reimbursed the costs of **single-entry visas** (on submission of scanned receipts).

All IGC personnel should travel on business visas and are responsible for obtaining their own visas. When required, the Hub will supply supporting letters for visa applications and obtain Letters of Invitation from the relevant organisation (travelling personnel should provide contact details for the relevant person in the organisation if possible).

**Vaccination:** Visit your medical doctor as soon as possible to check whether you need any vaccinations or other preventive measures (such as malaria tablets) for the country you will be visiting. The IGC is **unable to reimburse** these costs for sub-contractors as these expenses are incorporated in fee payments. Non-fee earning participants (e.g. those attending IGC events) will be reimbursed upon submission of receipts.

**Payments:** Unless otherwise stated in the appointment letter/contract, all payments and reimbursements will be made in UK pounds sterling. Expenses arising in foreign currency shall be reimbursed at the exchange rate stated in the XE 'Current and Historical Rate Tables' on the Friday immediately preceding the first day of travel, or if this took place on a Friday, the rate stated on that date. Rates are available at: <http://www.xe.com/currencytables/?from=GBP>

**Supporting Receipts / Documentation Required:** Payment for all travel expenses will be made in arrears by submission of the IGC Expense Claim Form supported with itemised clear and legible scanned receipts, e-tickets and flight boarding cards. Please do not destroy your original receipts until your claim has been settled.

Credit card receipts are not allowed.

If you are seeking reimbursement for a meal receipt for more than one person then you must provide full names, title, organisation and reason for the meeting in the *Description of Expense* section of the expense claim form. Please refer to the explanatory notes on the expenses form itself before submitting your claim.

To enable the IGC to proceed with the expense reimbursement, please scan your receipts and email them along with the completed IGC expense claim form [igcexpenseclaims@lse.ac.uk](mailto:igcexpenseclaims@lse.ac.uk).

Please note that when a claim is submitted for reimbursement that the claimant takes full responsibility for the accuracy of the claim and to make sure that it falls within the guidelines of this policy.

IGC Accommodation and Daily Subsistence Rates – March 2017

Country	City	Hotel	RATES 2016 (GBP)	RATES 2016 (USD)	Daily Subsistence Rate (Local Currency)	Subsistence Rates (GBP)
Bangladesh	Dhaka	Pan Pacific Sonargaon	139.00	214.46	BDT 3124	26.00
		Dhaka Regency	114.00	175.89		
		Best Western Plus Maple Leaf	135.00	208.29		
Ethiopia	Addis Ababa	Hilton	122.00	188.23	ETB 1160	36.00
		Intercontinental	132.00	203.66		
		Capital Hotel & Spa	122.00	188.23		
Ghana	Accra	Alisa Hotel	149.00	229.89	GHS 244	39.00
		Best Western Premier	179.00	276.18		
		Coconut Grove Regency	119.00	183.60		
		Holiday Inn	175.00	270.01		
		Golden Tulip	128.00	197.49		
		Novotel Accra City Centre	172.00	265.38		
India Bihar	Patna	Hotel Maurya	110.00	169.72	INR 2561	25.00
India Central	Delhi	Sheraton	110.00	169.72	INR 3585	35.00
		Vasant Continental	70.00	108.00		
		Hilton Garden Inn	81.00	124.97		
		Grand New Delhi	121.00	186.69		
		Eros Hotel	101.00	155.83		
		Delhi (near airport)	Radisson	98.00		
	JW Marriott Hotel	116.00	178.98			
Kenya	Nairobi			KES 5102	40.00	
Liberia	Monrovia	Mamba Point Hotel	129.00	199.03	USD 54	35.00
		RLJ Kendeja Resort & Villa	161.00	248.41		
Mozambique	Maputo	Avenida	126/164	194/253	MZN 2924	44.00
		Radisson Blu Hotel	169.00	260.75		
		Afrin Prestige	114/117	176/181		
		Hotel Maputo	67.00	103.37		
Myanmar	Yangon	Parkroyal	169.00	260.75	USD 57	37.00
		The Strand	144.00	222.18		
		Rose Garden	117.00	180.52		
		Novotel Yangon Max	118.48	182.80		
		Hotel Parami	96.26	148.52		
Pakistan	Lahore	Pearl Continental	123.00	189.78	PKR 4672	29.00
		Avari	134.00	206.75		
	Karachi	Pearl Continental	111.00	171.26	PKR 4028	25.00
		Marriot	127.00	195.95		
		Avari Towers	124.00	191.32		
		Movenpick	103.00	158.92		
	Islamabad	Marriot	170.00	262.29	PKR 4028	25.00
		Serena	147.00	226.81		
Peshawar	Pearl Continental	90.00	138.86	PKR 4028	25.00	
Rwanda	Kigali	Hotel Des Milles Collines	163.00	251.49	RWF 40594	36.00
		LeMigo	160.00	246.86		
		Manor Hotel	135.00	208.29		
		Chez Lando	76.00	117.26		
		Le Garni du Centre	94.00	145.03		
		Umubano Hotel	167.15	257.90		
Sierra Leone	Freetown	Swiss Spirit	104.00	160.46	SLL 287442	46.00
		Country Lodge Complex	98.00	151.20		
South Sudan	Juba	Crown Hotel	106.22	163.89		45.00
		Panorama Hotel	95.57	147.45		
		Nimule Resort	77.64	119.79		
		Tulip Inn	110.00	169.72		
Tanzania	Dar Es Salaam	New Africa Hotel	117.00	180.52	TZS 147191	44.00
		Southern Sun	132.00	203.66		
		Best Western Plus	92.00	141.95		
Uganda	Entebbe	Laico Lake Victoria	108.00	166.63	USD 40	26.00
	Kampala	Sheraton	154.00	237.61		
UK	London	With Breakfast	130.00	200.56	GBP 30	30.00
		Without Breakfast	115.00	177.42		
US	Washington DC	Club Quarters	180.00	277.70	USD 89	58.00
	Berkeley CA	Hotel Shattuck Plaza	106.29	163.99	USD 69	45.00
Zambia	Lusaka	Taj Pamodzi Hotel	110.00	169.72	ZMW 621	41.00
		Southern Sun	88.00	135.77		
		Chamba Valley Exotic Hotel	59.54	135.77		

Rotary International 'FY2015-16 Automobile Reimbursement Rates'

Country	Reimbursement Rate per Mile	Reimbursement Rate per KM
Bangladesh	BDT 84.05	BDT 52.23
Ethiopia	USD 0.91	USD 0.56
Ghana	USD 0.98	USD 0.61
India Bihar/Central	INR 51.96	INR 32.29
Liberia	USD 0.68	USD 0.42
Mozambique	USD 0.92	USD 0.57
Pakistan	PKR 86.00	PKR 53.45
Rwanda	USD 1.01	USD 0.63
Sierra Leone	USD 0.61	USD 0.38
South Sudan	EUR 0.80	EUR 0.84
Tanzania	USD 0.76	USD 0.47
Uganda	USD 1.06	USD 0.66
US	USD 0.575	USD 0.357
Zambia	USD 0.86	USD 0.54

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Contact us

International Growth Centre,  
London School of Economic  
and Political Science, Houghton Street, London WC2A  
2AE

