

IGC special call on COVID-19

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.

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.

1.1. Fees for project personnel

Research staff fees

Proposals can include Principal and Co-Investigator remuneration **when 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 will not be approved.

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.

1.2. 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 and 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 in person surveys will not be accepted in this call, nor will any surveys that employ call centres at which people work in close proximity with each other.

Please also 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 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

We will only accept survey staff travel expenses under exceptional and well-motivated circumstances.

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.

Please note that the trainings should only be done online or over the phone.

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.

1.3. 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.

1.4. Events/Dissemination

While traditional vehicles of dissemination such as in person events or meetings will not be able to take place in the coming months, we encourage researchers to think creatively about ways in which the research could be disseminated, including videoconferences or webinars, the cost of which can be included in the project costs.

1.5. Travel expenses

We will only accept travel expenses under exceptional and well-motivated circumstances.

1.6. 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.

1.7. 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.