

# IGC call for proposals

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## Guidelines for applicants

July 2022



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 Foreign, Commonwealth and Development Office (FCDO). 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.

We have resident teams in 11 partner countries throughout Africa and South Asia, and flexible engagements\* in a number of others. Country offices allow the IGC to sustain long-term policy engagement, and help to ensure our work is demand-led. Our partner countries are Bangladesh, Ethiopia, Ghana, Jordan, Mozambique, Pakistan, Rwanda, Sierra Leone & Liberia (one resident team covering both countries), Uganda, and Zambia.

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:

- Reach out to the relevant IGC country team before applying for funding to identify clear route to policy impact.
- 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.

## 2 Research priorities

The IGC's research focuses on sustainable growth policies in developing countries. Sustainable growth refers to countries developing their potential in an inclusive way that improves social, environmental, and economic well-being for all, including for future generations.

IGC is working with our partners in governments, and other stakeholders, to put sustainable and inclusive growth at the core of 'building back better' from the pandemic. It is increasingly clear that creating jobs, raising incomes and reducing poverty must go hand in hand with efforts to increase resilience to climate shocks and to accelerate the decarbonisation of energy supply and production to ensure the well-being of current and future generations.

We are interested in pilots, exploratory research, and full projects that address key growth challenges connected to one of our four themes, with a particular interest in those related to building resilience and promoting sustainable growth.

**Firms, trade, and productivity** - Increasing productivity through structural changes in firms' capabilities, the functioning of markets and how firms interact with world markets.

**State effectiveness** - Improving the capabilities and effectiveness of states, including those affected by fragility, to deliver higher rates of sustainable growth.

**Cities** - Making cities more productive and inclusive while addressing the downsides of density.

**Energy and Environment** - Improving access to reliable, cost-efficient energy and developing strategies to mitigate and adapt to externalities from energy consumption.

- For a more detailed research agenda for each theme, please see the [IGC Research Strategy](#).
- 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](#).
- For more information on the type of research projects IGC is looking for see recordings from our funding information sessions [here](#). All applicants are strongly encouraged to review these documents before preparing their application.

## 3 Awards and eligibility

### 3.1. Awards

Two distinct types of award are being issued under this call:

- **Full research grants:** These grants are for research projects or proposals at a mature level of development. Not only must the research question be clear, but applicants must also demonstrate a commitment from implementing partners (if applicable), well-defined instruments, and a clearly defined research design. Proposals can be for any type of research, and we encourage the use of a variety of approaches, including using secondary or administrative data. Proposals can also be submitted for funding the continuation of research projects that have already started. The expectation is that these projects will result in a paper publishable in a top Economics journal, as well as generate significant policy impact. There is no limit on the amount that can be awarded. However, our average project budget is GBP 60,000, and we rarely fund projects over GBP 125,000.
- **Small research grants:** These grants are for pilot studies and exploratory research. Pilot grants will be awarded to projects with a reasonably well-developed research question, but for which the design and implementation requires further testing and pilot data before scale-up into a larger research study. New evidence from the pilot can also sometimes lead to an adjustment or reformulation of the research question. There is also an expectation that grant awardees engage with relevant policy stakeholders, implementation partners, and IGC country team for feedback during the pilot, to further shape their interventions and research design for scale-up.

Exploratory work relates to preliminary research ideas, such as conducting background research, developing partnerships, visiting field sites, and collecting preliminary data. The expectation is that these funds will be used to support costs related to the researcher's travel and IGC country team and policymaker engagement to develop a proposal for a pilot or full-scale study during subsequent call for proposals.

All small grants will be capped at GBP 40,000. Researchers will have to conduct their research in an IGC resident country, and connect with the IGC country team during proposal development, which comes with several advantages including potential access to policymakers, access to feedback, and data. Small grants are designed to enable researchers to further refine and test their research ideas by conducting preliminary research and engaging with partners, which will enable stronger applications in future funding rounds. We encourage any researcher to apply for these, but in particular PhD students, early career researchers, and researchers based in developing countries.

### 3.2. Eligibility

The following is applicable to both award types:

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.

If submitting your proposal through a managing institution, you must work in collaboration with the institution's relevant bodies and gain their approval prior to submitting the proposal and budget.

If a proposal is approved by the IGC, a contract will be raised between LSE and the managing institution, binding the institution to a number of legal requirements. It is therefore crucial that, to avoid any contracting delays, the managing institution is able to accept and adhere to the LSE (IGC) Supplier Terms and Conditions, prior to submitting a proposal.

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.

- **Small grants:** All small grant researchers will have to conduct their research in an IGC resident country, and connect to the IGC country team while developing their proposals. Connecting to the IGC country team comes with several advantages including potential access to policymakers, locally based researchers and institutions, and data.
- **Full research grants:** The IGC will not fund projects that are purely qualitative, not grounded in sound economics research principles, or relevant only to middle- or high-income countries. Projects in IGC countries are more likely to get approved. We favour applications that are in line with IGC research priorities, empirically rigorous, advance our knowledge about inclusive growth policy, and have strong value for money.

## 4 Review process

### 4.1. 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.

### 4.2. 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 **December 2022** 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 FCDO to safeguard against any duplication of other FCDO 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.

### 4.3. Awards

Applicants will be informed of the outcome of their application shortly after the Commissioning Boards meetings by the end of **December 2022**. 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 online application form. Incorrect information on the application form, costs which do not adhere to IGC guidelines, and negotiations with institutions regarding the LSE (IGC) Supplier Terms and Conditions can all lead to contracting delays.

## 5 Submitting your application

### 5.1. Instructions

Please follow these steps in submitting your proposal:

1. **Review the [IGC research priorities](#)** page 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. For a review of the literature on those themes and associated gaps, we also include 'Evidence Papers' for each of our four themes: [state](#), [firms](#), [energy](#), and [cities](#). Proposals will be graded on their degree of alignment with IGC research priorities. We also strongly encourage you to review the country research priorities for the country you wish to conduct research in.
2. Read the guidelines for applicants to help you complete your application. This guide contains useful information covering budgets and remuneration, project deliverables, and grant management.
3. Get in touch with the relevant IGC country team and share your research idea with them. They will review it and provide feedback.
4. Fill in the online IGC proposal form for the grant you're applying for. Click [here to apply for full research grants](#), and [here to apply for small grants](#). Applications without budgetary information will not be considered for funding. Make sure you save your work as you progress on your application.
5. Submit the completed online proposal form by **17:00 GMT on 30 September 2022**. Late applications will not be considered.
6. After submitting your online application form, you will receive a short questionnaire from us that allows us to get to know you a little bit better. Please ensure you fill this out as well. It will not take more than 2 minutes of your time

### 5.2. Guidelines

- The proposal form contains word limits for each section which you are expected to comply with.
- Any supplementary information such as tables, charts, graphs or letters of engagement are not required as part of the application form and should not be submitted / emailed. Please use particular sections in the proposal form to describe your design in simple language within the word limit.
- Please refer to the recordings from our online funding information sessions [here](#) to understand more about the kind of projects IGC is looking to fund.
- 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, researchers must develop the proposal and budget with their pre-awards department (or equivalent), whose approval must be provided prior to submitting a final proposal.
- Applications that are submitted late, incomplete, submitted in the incorrect format, or do not include a budget breakdown will not be considered for funding

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

## 6 Guidelines for completing the proposal form

### 6.1. Project summary

#### Project title, summary and confidentiality

The main focus of the summary should be the motivation and policy impact of the research. It should be approximately 300 words in length. More information on writing project summaries can be found in Annex 3 of this document. If your project is successful and it is not flagged as confidential, the IGC would like to upload the short summary on the IGC website.

#### Start and end date

We advise researchers to select a project **start date** from February 2023 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.

### 6.2. Participant information

#### 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.

#### Institutional

Wherever feasible, the IGC strongly recommends contracting through institutions as it is the most straightforward contracting method. If any of the Principal Investigators are affiliated with an institution, it is worth checking if the institution can manage the project. The managing institution is responsible for overseeing project-spend in line with the approved budget. The managing institution is also responsible for ensuring that the research is conducted as outlined within the approved proposal and that outputs are delivered on time. You will be asked to provide contact details of the institution's signatory in the proposal form, and they will be signing the contract on behalf of the institution.

For these contracts, the full project budget (inclusive of individual and project expenses) is split into payment milestones each of which is tied to one or more outputs. Payments are made to the institution upon final approval of all outputs in each milestone.

An institutionally managed project can have an overhead of up to 15% of the project cost and will need to submit a Final Financial Statement as one of the outputs at the end of the project to confirm actual spend. If the project uses sub-contractors, the total amount of overhead charged **cannot exceed 15% across the multiple contracted parties**. The full budget of the project will be paid via milestones, and at least 20% of the budget is linked to the final milestone to ensure final deliverables are submitted and approved by the project end date.

As with all contracting types listed here – if the daily fee rate for anyone costed on the budget is over £65 per day, the IGC will need to review their CV and check this against the IGC Pay Matrix.

## Individual Contracts

IGC recommends Individual Contracts are only used for projects where no managing institution is available to manage the project, or where budgets are small (below £8k per contract) and without large expenses. This is because individuals can only claim reimbursement for expenses, and IGC will not advance funds.

For projects contracted with individual researchers, and not a single institution managing the funds, all individuals working on the project must receive separate contracts. Each individual contracted is responsible for overseeing their project-spend in line with the approved budget. They are also responsible for ensuring that the research is conducted as outlined within the approved proposal and that outputs are delivered on time.

## Individual - Principal Investigator (PI)

Unlike contracts with institutions, only PI fees are tied to outputs and associated with payment milestones. For each milestone, PI fees are broken down by number of days. Once all the outputs linked to a particular milestone are submitted and approved, the PI can then make a claim through the IGC Fee Claim System.

Any expenses tied to the individual on the approved budget, such as flights and accommodation, are claimed separately in an expense claim form. Individuals must keep all records of expenditure, including all receipts, in order for expense claims to be approved.

## Individual - Research Assistant (RA)/Other Project Staff

Fees for Research Assistants and other project staff on individual contracts are not tied to milestones. Instead, a list of services that the individual will undertake during the project is outlined in the List of Services Form (e.g., interpret and analyse patterns and/or trends in data, etc.).

As no milestones are associated with these contracts, RAs and other project staff can claim fees at any time during the project for days worked. This will need to be approved by the lead PI on the project prior to payment being released.

## Individual - Hourly Paid

These contracts are for UK-based students or non-self-employed UK tax residents, and can take up to 5 weeks to reach the individual for countersignature. This is because Hourly Paid contracts are deemed as LSE employees during the contract and must be processed via the central LSE HR team to check the individual has the correct right to work documentation (visa, study permits, etc.), and to establish how many hours the individual is permitted to work. As this process is complicated and sits outside of IGC, to avoid unnecessary delay and administrative burdens for all involved, it is recommended that where an individual on a project is a UK-based student or non-self-employed UK tax resident, the project is Institutionally managed wherever possible

As these individuals are contracted through LSE HR and therefore are considered employment contracts, the hourly rate must be in line with LSE salary bands. It is not always possible to fit the IGC fee rates exactly into these bands, therefore the IGC will need the project teams to provide information on the maximum budget for the individual and the expected hours per week they will be working. IGC will then calculate a suitable hourly rate. Please note, as this is an employment contract, the total contract amount will be inclusive of tax and pension (unless opted out) so this should be taken into account when calculating the budget.

At the end of every month a timesheet will need to be submitted directly to LSE HR by the individual detailing hours worked, and must be approved via email by the lead PI (and relevant IGC Policy Economist if the PI is not an LSE employee). Payment is usually made one month in arrears.

## Services Agreement

Where a project is not institutionally managed, survey firms and specific services are sometimes contracted separately through a Services Agreement. The company should follow LSE Procurement thresholds and must be competitively procured by the project team with 3 quotes sourced for contract values in excess of £8k. These contracts are paid via invoice and the lead PI, as well as the Country Director, would need to approve invoices for payment to confirm the work has been undertaken as expected and in line with the contract. These contracts are not tied to project outputs but will need a list of services.

**Note** – A Due Diligence Assessment (DDA) will need to be completed by each contracting party and this will be sent out as soon as the project is approved. Please ensure this is completed in a timely fashion to avoid contracting delays as IGC is unable to issue a contract until a DDA is completed and approved..

## Research Staff and Project Staff

Main responsibilities and contact details of the research and project team (i.e., the Principal, Co-Investigators, research manager, research assistant etc.) should be outlined here. Researchers who do not have a personal website should attach a CV or resume (max. 2 pages). Every project should have a Principal Investigator. Education status along with fee rates for the principal and co-investigators must be outlined here.

## 6.3. Research theme and country focus

### Research Theme

The IGC's research focuses on **sustainable** growth policies in developing countries. Sustainable growth refers to countries developing their potential in an inclusive way that improves social, environmental, and economic well-being for all, including for future generations.

IGC is working with our partners in governments, and other stakeholders, to put sustainable and inclusive growth at the core of 'building back better' from the pandemic. It is increasingly clear that creating jobs, raising incomes and reducing poverty must go hand in hand with efforts to increase resilience to climate shocks and to accelerate the decarbonisation of energy supply and production to ensure the well-being of current and future generations.

We are interested in pilots, exploratory research, and full projects that address key growth challenges connected to one of our four themes, with a particular interest in those related to building resilience and promoting sustainable growth.

**Firms, trade, and productivity** – Increasing productivity through structural changes in firms' capabilities, the functioning of markets, and how firms interact with world markets.

**State effectiveness** – Escaping fragility and improving the capabilities and effectiveness of states to deliver higher rates of sustainable growth.

**Cities** – Making cities more productive, sustainable, and inclusive while addressing the downsides of density.

**Energy and environment** – Improving access to reliable energy and developing strategies to mitigate and adapt to global and local externalities from energy consumption.

For more information read our [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- (a pre-requisite for small grant applications). For full research grant proposals, If the main country of focus is a non-IGC partner country, identify which country it is. Proposals for research in IGC countries will be favoured.

We also accept exceptional proposals for research in any other developing country that have the capability to influence global debates on sustainable growth, demonstrate a potential to significantly push the frontier of knowledge on a particular issue, and provide clear policy recommendations that are also relevant for IGC countries. These proposals will receive a higher level of scrutiny, and we expect them to be subject to a much higher level of competition.

## 6.4. Academic innovation and research design

Use the first question in this section to state the main research question(s) and explain how this project will push the frontier of existing knowledge. Please assume the reader has no prior knowledge of the subject matter or literature. Ensure that your research question is written clearly and concisely. Explain why your research question is novel, and present evidence to support this by citing existing literature and how you will build on it. Please limit your answer to a maximum of 500 words.

Use the second 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. Any supplementary information such as tables, charts, graphs or letters of engagement are not required as part of the application form and should not be submitted / emailed. Please use particular sections in the proposal form to describe your design in simple language within the word limit.

## 6.5. Activities & data collection

In this 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.

## 6.6. Policy engagement and planned stakeholder activities

The IGC has an overarching aim of taking research into policy and we take policy impact very seriously. This is how most of our research projects are evaluated. Most of the projects that achieve impact have researchers who looked at how they will engage with policymakers from the start. Use this section to outline if there is an established primary counterpart or stakeholder for this project and reflect on IGC's involvement prior to the project being submitted. Researchers are expected to define who are the stakeholders to whom this project responds and/or is directed towards and 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.

## 6.7. Relevance to inclusive growth policy and inclusivity markers

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. In the last part of this question highlight the relevant inclusivity markers as it relates to the project.

## 6.8. Financial information

### Budget breakdown

All proposals should provide a detailed budget breakdown, which is included in your online application form, *which must be developed in collaboration with the managing institution (if applicable)*. 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 filling out this section.

In all budget categories, applicants should bear in mind that **'Value for Money'** (VfM) 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 prior to approval and again under programme coordinator review costs do not adhere to IGC guidelines.

- **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.
- **Equity:** proposals will be evaluated without any discrimination based on a persons' characteristics or any other aspect of a person's identity, socioeconomic situation, or geographical location. Each research proposal is treated and reviewed under the same standards and where possible IGC will prioritise investment in those that seek to engage local researchers. IGC is committed to fund projects that promote inclusive growth and address socioeconomic disparities.

If your project is funded by the IGC and we have approved the submitted budget, IGC rules do allow for some flexibility in shifting funds between budget lines over the lifetime of the project, but are advised to seek further guidance from the Hub in advance. Please note that institutions will need to justify any shift of funds between budget lines in the 'Final Financial Statement' submitted at the end of the project.

## 6.9. 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 Working 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>	<p>An interim report that summarises all project activities related to the intervention and the research completed during the reporting period. This should include:</p> <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> <p>We recommend selecting additional progress reports as outputs if your project exceeds 1 year in length.</p>

<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>	<p>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:</p> <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, and so on).</li> </ul>
<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><b>Researchers may select ‘final report’ as their final deliverable ONLY IF a working paper is not appropriate.</b> Reasons for not choosing a working paper may include:</p> <p>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. All small grant applicants must select ‘final report’</p>
<b>Working paper</b>	<p>A published or working paper that is being, or has been, submitted to an academic 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 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 conclusion</li> </ul>
<b>Project Influence Report (PIR)</b>	<p>The Project Influence Report (PIR) seeks to assess the extent of stakeholder engagement, internalization and feedback related to 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. In addition to support reporting, PIR data is used for analysis to improve the IGC's ability to achieve impact on policy discourse.</p>

<b>Final financial statement (FFS)</b>	A statement providing actual project expenditure against budget 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.
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### Payment schedule

- **First output (Project influence Plan, IRB approval/ Updated Proposal form):** A maximum of 30% of the total funding can be released for this output if your project is more than 12 months long. If your project duration is less than 12 months, please set this milestone at 40%. All pilots and exploratory projects must be 12 or less months in duration. 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, including for pilot and exploratory projects which should have a single progress report submitted at the 6 month mark.
- **Final outputs (Final report/working paper, policy brief, blog post, Project Influence Report, FSS):** Each project is required to include:

1) Either an academic article/working paper suitable for publication in a peer-reviewed journal or a final report detailing the project findings and results; Pilot and exploratory projects will be expected to submit a final report detailing findings and results, but not an academic paper.

2) A 2-3 page IGC policy brief (not required for pilots and exploratory projects), 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. If your project duration is less than 12 months you should set this milestone at 40% (therefore all projects of duration less than 12 months should be on a 40-20-40 disbursement schedule, with one progress report as the interim deliverable)

The due date of the final outputs needs to correspond with the end of the project. Please refer to section 5.9 of the Guidelines for Applicants document for further guidance on how to construct the output schedule for your project.

## 6.10. External 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.

## 6.11. Terms and Conditions

The LSE (IGC) Supplier Terms and Conditions are available on the IGC website [here](#).

## 7 Budget guidelines

The IGC requests a detailed budget breakdown to be submitted within the online application form. 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** (GBP) 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 Appointment Letter. 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 LSE (IGC) Supplier 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.

### 7.1. 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. However, we will consider exceptions for PhD students. The IGC also does not typically fund fees for full time academic staff located in the US, UK, and the EU.

#### 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).

## 7.2. 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 spent on the project.

### Survey staff travel

Proposals can include travel costs 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) stationery, 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 of 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.

### 7.3. 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 policymakers etc. can come under the 'other' sub-section.

### 7.4. 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.

## 7.5. Equipment

The IGC follows strict equipment procurement guidelines from the IGC funder. All procurement of equipment must be undertaken in accordance with FCDO 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 FCDO, 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.

## 7.6. 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 represents 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 must obtain at least 3 competitive quotes in order to ensure value for money. For auditing purposes, the Principal Investigator/ institution should retain all receipts from all service providers.

## 7.7. 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 direct 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. **The total value of overhead cannot exceed 15% if you are using 3<sup>rd</sup> party sub-contractors.**

## 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. However, for small grant applicants, they must contact the IGC country team as they develop their proposals. 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. 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.

### **5. Do you pay per diems?**

No, the IGC follows the UK FCDO'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.

### **6. Does IGC consider research proposals that aim to contribute empirically but not theoretically to a particular topic? Or conversely proposals that contribute theoretically but don't have empirical analysis?**

IGC rarely funds proposals that are purely theoretical. Majority of projects that IGC has funded don't have mathematical models. Most of funded projects are based on microeconomics and its very rare for IGC to fund projects based on macroeconomic questions. Proposals based on purely empirical questions are welcomed.

### **7. How methodologically intensive do the proposals need to be? Can the proposal be just a research idea or does it have to be detailed with descriptions of the data and methodology that one intends to use?**

Proposal has a contain a description of how the researchers plan to execute the project. It can't be just a research idea or a research question. It should have other substantial details on how to answer that research question through

empirical research. If you only have a research question with some plan to execute the project but don't have the data, please get in touch with the country team and share your research question/idea with them and they can help guide you on how to get access to the required data and how to proceed with the proposal.

**8. Would it be ideal to undertake a preliminary analysis of the proposed study before embarking on writing the proposal?**

IGC has funded a lot of scoping work or pilot studies by researchers in the past. We don't fund desk research. You should finish your desk research before you apply for funding at the IGC. A project where the researchers want to pilot a survey to understand the effect of their intervention in a population is acceptable.

**9. Should researchers come from IGC countries or only focus on IGC countries?**

Applicants can come from anywhere in the world but we strongly encourage research to be conducted in an IGC resident country.

**10. How important will COVID protocols be in designing your survey design estimation strategy i.e., some surveys might be difficult to design in such situations?**

IGC wants researchers to conduct field research in an ethical and responsible way and comply with COVID guidelines.

**11. Is research design necessary if you are using secondary data?**

Yes, research design is important if you are using primary or secondary/administrative data. Your research design should explain how you are going to use the data and analyse the data so it is equally important for all data types.

**12. How likely is it for IGC to fund a replication study especially if it has never been done before in that country of interest?**

If its pure replication, where you are taking the exact same project and taking it to another country it has a low chance of going through funding as it won't be very competitive. If it is pure replication but you have had an interaction with the policy maker who specifically asked for that work to be replicated in that country then that has a much better chance of going through funding. If you add a small component of novelty to it and you have a strong policy maker interest, then you have a high chance of acceptance.

**13. Can we apply if we work for an NGO (and not an academic institution)?**

Typically, no. IGC has funded projects in the past where an NGO collaborates with an academic institution but we have rarely funded projects purely with NGOs as lead institution. We would strongly encourage you to collaborate with an academic partner.

**14. Is there any limit on project duration?**

On average IGC projects last between 1 – 3 years. It is very rare for IGC to fund projects that are more than 3 years long or last less than 1 year.

## 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.

***Please note that when contracting, depending on local law, fee rates may be subject to withholding tax.***

Criteria	Fee rate range (GBP per day)
B.Sc., B.A. (or equivalent) <i>or</i> 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

- 300-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, Subsistence & Expenses Policy

**Last Updated:** July 2022

This policy is applicable to those travelling on IGC-related activities and is based on strict value for money principles (VfM).

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.**

## BEFORE YOU TRAVEL

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

- you have approval for the travel;
- you have the appropriate passport
- you have checked if you need a visa to enter your destination country. Note: it normally takes 1-3 weeks for a visa to be issued after you submit your application. Please take this time delay into consideration when choosing your departure date.
- you are medically fit to travel;
- you have checked your departure and destination countries' COVID travel requirements. Check the [Sherpa website](#) as a guide, but always refer to your destination country's health/immigration website.
- you have the appropriate vaccinations before travel. E.g. check if there is a mandatory yellow fever vaccination and judge if you need malaria medication. Check the [travel health pro website](#) as a guide
- you visit the UK [Foreign travel advice](#) website (or equivalent for in-country teams) and read the latest information for the country you will be visiting;
- you are familiar with relevant institutional and government guidance (departing/transit/arriving) regarding health and safety measures;
- you are familiar with your insurance details and cover;
- 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.

## VALUE FOR MONEY

Please bear in mind that Value for Money (VfM) is our guiding principle when booking and claiming for travel.

Value for Money is about maximising the impact of our funding and recognises this is not solely a matter of cost. This includes balancing considerations of economy, efficiency, effectiveness and equity. For IGC travel we also aim to support sustainability considerations when reviewing VfM.

As a general principle, the IGC will reimburse the cheapest travel option. However, exceptions can be made where you can present a **strong rationale** why the cheaper flight/hotel options do not meet VfM for your travel needs. This could include: journeys that take significantly longer than other options, have long stop-overs or multiple connections; hotels that require long travel times to your IGC related engagements; or a hotel is the venue for IGC related business (such as an event) and key participants that you work with are staying there too.

Travel circumstances vary widely, so there will be other strong reasons that can merit an exception to the travel policy. In all cases, please contact the IGC Administrator as far as possible in advance of travel.

The IGC is also exploring options for including sustainability considerations into travel approvals.

## WHAT YOU CAN CLAIM FOR

### 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).

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). Alternative routes will require Hub pre-approval but may be considered where they balance VfM efficiency and economy (such as the trade-off between direct and stop-over routes).

**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.**

**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 (the "VfM Quote"). You will receive reimbursement for the value of the economy quote. **Premium or flexible economy quotes are not permitted.**

All **IGC staff** are required where possible to book travel through Diversity, the LSE's travel agent and coordinate this through the IGC Administrator. IGC Country Directors, Lead Academics, Research Programme Directors and other IGC affiliates are encouraged where possible to adopt the same approach as IGC staff because this has Value for Money benefits from group discounted pricing and safeguarding information on travellers; if travel is booked directly please inform the [igc.administrator@lse.ac.uk](mailto:igc.administrator@lse.ac.uk) three weeks before travelling so that a VfM Quote can be generated for reimbursement purposes.

Travellers are advised to make their own travel arrangements for in-country travel. 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.

#### Public Transport:

Travel by public transport is strongly recommended and should be used wherever and whenever possible where a safe and reliable service is available.

#### Train:

Travel by train (including sleeper train) will be reimbursed for standard class only. Please book as far as possible in advance to secure cheaper fares.

The IGC recommends the following for London airport services: [Heathrow Express](#), [Gatwick Express](#), [Stansted Express](#), and the [London Underground](#). London Transport should also be used for general travel in London.

#### Taxi:

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

- there are no safe or reasonable means of public transport;
- disability or health considerations prevent the use of public transport.

Where taxis are used, 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 traveller indicating travel to and from, date, and fare paid with the driver's signature.

Taxis in London are not permitted, except for disability or health reasons, unless an exception has been agreed with the relevant IGC Programme Coordinator or Senior Management Team (SMT) member.

## Car Travel:

**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:

- it is your car and you are travelling in your country;

OR:

- health or disability considerations prevent the use of public transport;
- there is no reasonable means of public transport to 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 below are adhered to.

**Self-drive:** If appropriate, you may hire a self-drive car for travel on IGC business. The car hired must be an economy or compact vehicle. The cost of the hired car plus fuel will be reimbursed on production of receipts.

**When travelling by car it is your responsibility to ensure** that all vehicle / driver requirements of the relevant jurisdiction are adhered to (including valid driving licence, taxed and serviced vehicle, insurance for injury/death of third parties or any passenger and damage to the property of third parties).

**UK:** Employees using their own vehicles on School business may claim Advisory Fuel Rates in accordance with HMRC guidance as set out on [HMRC Advisory Fuel Rates](#). The details are on the link, and these are currently a maximum of 20p per mile for two litre engine petrol cars.

When a private vehicle is required to undertake IGC business in the UK, 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:** Employees using their own vehicles outside the UK should follow the same approach as UK claims, applying the relevant rate set out in Appendix 1. Please note this is not to be confused with the different approach taken for self-drive hire cars.

## 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.

## ACCOMMODATION AND LIVING EXPENSES

### Hotels

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

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

As with air travel, all **IGC staff** are required where possible to book hotels through Diversity, the LSE's travel agent and coordinate this through the IGC Administrator. IGC Country Directors, Lead Academics, Research Programme Directors and other IGC affiliates are encouraged where possible to adopt the same approach as IGC staff because this has Value for Money benefits from group discounted pricing and safeguarding information on travellers.

## Alternative Accommodation

If you opt to arrange your own accommodation (e.g., Airbnb) it will be reimbursed on submission of clear and legible scanned receipts in line with the allowances in the Appendix 1

## Subsistence

Subsistence will be reimbursed on submission of clear and legible scanned receipts in accordance with Appendix 1 attached to this policy (excluding any minibar purchases, as set out above). If you are visiting a country not listed in the Appendix 1 then you should follow the HMRC World Wide Subsistence Rates.

## 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.

## OTHER EXPENSES

### Visas

Unless otherwise notified by the IGC Hub, the IGC is **unable to reimburse** the cost of visas for sub-contractors as this expense is incorporated in fee payments. Non-fee earning participants attending IGC events or travelling on IGC business 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 or travelling on IGC business) will be reimbursed upon submission of receipts.

## APPROVALS IN ADVANCE & CLAIMS IN ARREARS

### ADVANCE APPROVALS ARE MANDATORY

This Policy sets out those categories of expenditure which require advance approvals. In addition, all expenditure must be within the overall contracted budget (where relevant). The IGC will not reimburse expenditure incurred before a contract start date.

### CLAIMING

#### 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 to [igcexpenseclaims@lse.ac.uk](mailto:igcexpenseclaims@lse.ac.uk).

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

#### 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>

**Appendix 1: IGC Accommodation and Daily Subsistence Rates**

Country	City	Suggested Hotels	Nightly hotel room budget limit by city (GBP)	Daily subsistence rate (GBP)	Car reimbursement rate per KM (unless stated in Miles) (GBP)
<b>Bangladesh</b>	Dhaka	Best Western Plus Maple Leaf, Dhaka	£168.00	£29.00	£0.49
		Hotel Sarina			
		Four Points by Sheraton			
		Lakeshore Banani			
		Royal Park Residence Hotel			
<b>Ethiopia</b>	Addis Ababa	Hilton Addis Ababa	£196.00	£40.00	£0.44
		Ethiopian Skylight Hotel			
		Ramada Addis			
		Capital Hotel & Spa			
		Best Western Plus			
		Intercontinental Hotel			
		Radisson Blu			
		Hyatt Regency			
Marriott Executive Apartments					
<b>Ghana</b>	Accra	Swiss Spirit Hotel & Suites Alisa Accra	£235.00	£25.00	£0.48
		Movenpick Ambassador Hotel Accra			
		Alisa Hotel			
		The Ritz Exclusive Guest House			
		Kempinski Hotel Gold Coast City			
		Hotel Maurya			
		Gargee Grand Patna			
		Savera A Business Luxury Hotel			

<b>India</b>	Patna	Hotel Aalcajars Inn	£110.00	£28.40	£0.36
		FabExpress Pearl			
		Hotel Panache			
		Hotel Lemon Tree			
	Delhi	Eros Hotel	£120.00	£35.00	
		Hotel diplomat			
		The Muse Sarovar Portico			
		The Orion Plaza			
		Shervani Hote			
<b>Jordan</b>	Amman	Landmark Amman Hotel	£138.00	£60.00	£0.28
		Kempinski Hotel Amma			
		Corp Amman - by the airport in Amman			
		Grand Palace Hotel			
<b>Kenya</b>	Nairobi	Bidwood Suites	£141.00	£40.00	£0.28
		Southern Sun Mayfair			
		Best Western Plus Meridian			
		Sarova Panafric			
		Crown Plaza			
<b>Country</b>	<b>City</b>	<b>Suggested Hotels</b>	<b>Nightly hotel room budget limit by city (GBP)</b>	<b>Daily subsistence rate (GBP)</b>	<b>Car reimbursement rate per KM (unless stated in Miles) (GBP)</b>
<b>Lebanon</b>	Beirut	Ramada By Wyndham Downtown Beirut	£141.00	£40.00	£0.28
		Hilton Beirut Downtown			
		Radisson BLU Martinez Hotel			
<b>Liberia</b>	Monrovia	Mamba Point Hotel	£196.00	£41.00	£0.53 per mile
		Sunset Inn Guest House			
		Corina Hotel			
		Hotel Avenida			

<b>Mozambique</b>	Maputo	Radisson Blu Hotel & Residence	£204.00	£39.00	£0.45
		Afrin Prestige			
		Hotel Atlantis			
		Hotel Terminus			
<b>Myanmar</b>	Yangon	Rose Garden Hotel	£172.00	£45.00	£0.45 per mile
		Novotel Yangon			
		Landmark Hotel			
		Jasmine Palace Hotel			
		Park Royal			
		Sule Shangri La			
		Lotte Hotel			
<b>Pakistan</b>	Lahore	Pearl Contitnental Hotel, Lahore	£161.00	£35.00	£0.28
		Faletti's Hotel			
		Avari Hotel			
		Nishat Hotel			
	Karachi	Pearl Contitnental Hotel, Karachi	£153.00		
		Marriott Karachi Hotel			
		Mövenpick Hotel Karachi			
		Hotel Crown Inn			
	Islamabad	Serena Hotel Islamabad	£204.00		
		Marriott Islamabad			
Peshawar	Pearl Continental, Peshawar	£110.00			
Quetta	Serena Hotel	£141.00			
<b>Rwanda</b>	Kigali	Le Garni Du Centre	£204.00	£37.00	£0.49
		Hôtel Des Mille Collines			
		Kim Hotel			
		Urban by CityBlue,			
		Kigali Marriott			

		Radisson Blu Hotels			
<b>Sierra Leone</b>	Freetown	Swiss Spirit Hotel, Freetown	£204.00	£46.00	£0.30
		Country Lodge Complex			
		Occasions			
		New Brookfields Hotel			
		Hotel Barmoi			
		Golden Tulip Essential Kimbima Hotel			
		Sierra Palms			
		Bintumani Hotel			
		Home Suites Boutique Hotel			

Country	City	Suggested Hotels	Nightly hotel room budget limit by city (GBP)	Daily subsistence rate (GBP)	Car reimbursement rate per KM (unless stated in Miles) (GBP)
South Sudan	Juba	Juba Oscar Hotel	£133.00	£45.00	£0.74
		Keren Hotel			
		Juba Landmark Hotel			
		Panorama Sarovar Portico			
Sudan	Khartoum	Grand Holiday Villa Hotel	£141.00	£39.00	£0.28
		Ewa Hotel Apartments			
		Paradise Hotel			
South Africa	Cape Town	V&A Waterfront Collection	£137.00	£35.00	£0.22
		Taj Cape Town			
		15 On Orange Hotel			
		Pepperclub Hotel			
	Johannesburg	Holiday Inn Johannesburg-Rosebank	£110.00		
		Protea Hotel, Sandton			
		Raddison Blu Gautrain Hotel, Sandton			
		Park Inn, Sandton			
		Protea Hotel, Melrose			
Uganda	Kampala	Kampala Sheraton	£188.00	£31.00	£0.52
		Shangri-la Hotel Uganda			
		Protea Hotel by Marriott Kampala			
		Fairway Hotel & Spa			
	Entebbe	Discovery Courts Hotel	£129.00		
		Imperial Resort Beach Hotel			
		Hotel 7 Seasons			
		Best Western Premier Garden Hotel			
		<a href="#">Tavistock Hotel</a> – you <b>MUST</b> <a href="#">sign up to become a member (for free)</a> to get access			

UK	London	members rates which give you large discounts	£160.00	£40.00	£0.10 per mile
		<a href="#">Royal National Hotel</a> - you <b>MUST</b> sign up to become a member (for free) to access members' rates which give large discounts	During conference season: £190.00		
		<a href="#">President hotel</a> - you <b>MUST</b> sign up to become a member (for free) to get access members rates which give large discounts			
		Travelodge London Central Covent Garden			
		Jurys Inn London Holborn			
	Premier Inn London Holborn				
	Oxford	Mercure Oxford Eastgate Hotel	£175.00		
	Best Western Plus Oxford Linton Lodge	During conference season: £190.00			
The Old Black Horse					

Country	City	Suggested Hotels	Nightly hotel room budget limit by city (GBP)	Daily subsistence rate (GBP)	Car reimbursement rate per KM (unless stated in Miles) (GBP)
USA	Washington D.C.	The Embassy Row Hotel	£208.00  £260.00 during Conference Season (September - October)	£71.00	£0.11 per mile
		Hotel Madera			
		Churchill Hotel Near Embassy Row			
		Kimpton Mason & Rook Hotel			
		POD DC			
	Berkley, California	Rose Garden Inn	216.00		
		Hotel Lucent	£270.00 during Conference Season (September - October)		
		Graduate Berkeley			
		Hotel Shattuck Plaza			
	New York New York state	The Solita Soho Hotel	£180.00		
		NoMo SoHo	£225.00 during Conference Season (September - October)		
		Hotel 50 Bowery NYC			
Four Points by Sheraton Manhattan					
Zambia	Lusaka	Taj Pamodzi	£180.00	£41.00	£0.42
		Fallsway Suites			
		Chrismar Hotel Lusaka			
		Garden Inn Hilton Hotel			