

## **International Growth Centre**

### **Notes for Applicants – Submission of IGC Research Proposal Form**

#### **FUNDING INFORMATION**

For projects with more than one applicant (Investigator) please indicate the name of the applicant who will act as lead academic. Applicants should indicate, in the budget section of the proposal form, the institution which they would like their award to be administered through, including the institutional contact and signatory authority. If your proposal is successful disbursements will be made to named institution. We are unable to offer research funding on an individual basis.

Proposals can include Principal Investigator remuneration where this is not covered from other sources. These should be costed at fixed daily rate of no more than GBP 500 per day up to a maximum of 22 days.

Overheads are capped at 10% of all costs that are specific to the project, including staff costs, research assistants, clerical support, recruitment and advertising costs for staff directly employed on the project, consumables specific to the project, travel and subsistence, surveys, data and equipment. The proposal's budget should reflect this level of overhead, as appropriate.

Applicants should bear in mind when preparing the budget that 'value for money' is one of the evaluation criteria, and projects where these costs are a modest proportion of total budget costs would be at an advantage in this respect.

We would encourage applicants to provide some guidance on the order of priority of the items requested in the proposal budget. In the event that the IGC is unable to provide full funding for your proposal, this would make it easier for us to identify which modules are scalable or optional, and which are essential.

#### **TIMETABLE**

Please provide a project timeline in section 8 of the proposal form. This should cover what activities will be carried out, when they will occur, and how long they will take. You should allow time within your schedule to complete the required outputs. It is common for draft reports to undergo a number of iterations and this should be costed for within the proposal. This should also include a proposed start and end date. Proposed start dates should be no earlier than two months after the date of the IGC Steering Group meeting your project was submitted to. So for example if your project is being submitted to the 15<sup>th</sup> March 2010 meeting of the Steering Group, then the start date should be no earlier than 15<sup>th</sup> May 2010.

## **CONDITIONS OF THE AWARD**

The standard terms and conditions which will form part of your research award, if successful, are attached at Annex 1.

## **OTHER CONDITIONS OF FUNDING**

Engagement with IGC work during the period in which the project receives IGC funding:

Investigators undertake to stay in contact with the relevant IGC country team(s) and research programmes and explore opportunities to collaborate;

Investigators undertake to engage with policymakers in IGC focus countries when such opportunities arise within the context of the IGC's work. This could entail taking part in IGC-organised country visits, conferences and workshops, or direct interaction in person or remotely;

Investigators are strongly encouraged to involve researchers resident in IGC focus countries in their work where possible.

## **REPORTING & DISBURSEMENT**

Should your application be successful the IGC will disburse funding on a milestone/instalment basis. The instalment plan is as follows:

- Initial 30% of the total funds awarded will be provided on submission and acceptance of a popular summary of the project's motivation and background (500 words in length), written for a general audience and suitable for publication on the IGC website.
- The rest of the funds will be paid equally on each submission and acceptance of an initial progress report at the end of the first quarter of your project followed by six-monthly one-page project progress reports and the final deliverables.
- The final deliverables should include an academic article suitable for publication in a peer-reviewed journal, a 2-3 page IGC policy brief based on the findings of the research, and a popular summary of the project's main findings and implication (500 words) written for a general audience and suitable for immediate publication on the IGC website.

## **HUMAN SUBJECTS**

The IGC has to make sure all its projects are compliant with human subjects' regulations. Most established research establishments will have such regulations in place to make sure that any human subjects part of research work, for instance survey respondents, are treated ethically. If your application is successful you will be

asked to confirm that you are complying with some regulations, if applicable to your research, and give us the name of the institution whose regulation you plan to follow.

### **OUTCOME OF APPLICATIONS**

Applicants will be informed of the IGC Steering Group's decision within two weeks of the Group's meeting. We aim to issue contracts within one month of a funding decision.