



# **MPIA-PMMA Grants Manual**

April 6, 2011

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## Introduction

This manual outlines the procedures involved in awarding and administering the various grants awarded by the Poverty and Economic Policy (PEP) network's component Poverty Monitoring, Measurement and Analysis (PMMA) and Modeling and Policy Impact Analysis (MPIA) networks. These procedures also apply to special PEP initiatives such as the "PEP-OPHI Human Development Capabilities Initiative" and the "PEP-AusAID Policy Impact Evaluation Research Initiative", unless otherwise indicated in program documents. The following grants are covered by this manual:

- **Research grants**
  - Fixed lump-sum amount per project
  - Travel grant to participate in a PEP meeting
  - PIERI survey/experiment grants
- **Professional development grants**
- **National conference grants**
- **Publication grants (working papers and articles)**

## 1. Research Grants

### 1.1 Description

Research grants are awarded on a competitive basis to teams in developing countries conducting research on poverty issues. The CBMS network provides separate grants not covered in this manual (for further information, contact the PEP project office: [pep@ecn.ulaval.ca](mailto:pep@ecn.ulaval.ca)). Roughly 15-20 MPIA-PMMA research grants are awarded at each annual PEP meeting within the current PEP budget. As proposals are accepted at any time, the call for proposals is posted permanently on the PEP Web site and publicized periodically in various fora. Research grants include a core research grant (a fixed lump-sum amount per project, currently equal to \$CA 20,000), plus separate grants for a variety of related activities as outlined below.

### 1.2 Amounts and disbursements

#### 1.2.1 Core research grants

Research grants include a core research grant, which is a fixed lump-sum amount per project (currently \$CA 20,000). A 20-month research cycle is adopted from the moment a proposal is presented at a PEP meeting. If the proposal is approved, an interim report is generally expected eight months after the PEP meeting at which the proposal was presented. A draft final report is then required several months prior to the following PEP general meeting. The exact deadlines are posted on the PEP Web site ("Important Dates"). In the case of experimental projects in the "PEP-AusAID Policy Impact Evaluation Research Initiative", this schedule is extended to incorporate time required for surveying and policy experiments as outlined in the PIERI proposal submission guidelines.

Core research grant disbursements are linked to the production of satisfactory research outputs with 40% disbursed on approval of the proposal and 30% each on the approval of the interim and final reports. Proposals, interim and final reports are evaluated by the relevant network leader on the basis of recommendations from outside evaluators and, in the case of proposals and final reports, the PEP steering committees. If a report presented at a PEP

meeting is considered unsatisfactory, the team will be asked to revise it and, on occasion, may be required to present the revised version at the following PEP meeting if substantial revisions are required. Payments will be made to the team leader or a host institution, according to the team leader's preferences. Teams may not receive additional funding from outside sources for research that is funded by a PEP research grant without the written consent of the MPIA/PMMA co-director.

### **1.2.2 Travel grants to participate in a PEP meeting**

Teams that submit a proposal that is selected for presentation will receive a separate travel grant to cover the costs for one team member to participate in a PEP meeting to present the proposal (see section 1.3.2 below). In addition, each team will receive a separate travel grant to cover the costs for one team member to participate in a PEP meeting to present the team's final report when these have been submitted by the specified deadline and are deemed by the relevant network leader to be of acceptable quality. Teams are strongly encouraged to nominate two different members of the team to present the proposal (normally the team leader) and the final report (normally a more junior member of the team) in order to give at least two members of the team an opportunity to participate in a PEP general meeting.

## **1.3 Application procedures**

### **1.3.1 Core research grants**

Interested research teams may submit a proposal at any time through the PEP web site (see "Call for Proposals"). Any one individual may be part of a maximum of two active proposals at any given time. The objective of the proposal is to introduce the basic idea, explain its scientific contribution and policy relevance, and show its feasibility in methodological and data terms. Research proposals should normally correspond to one or more of the themes covered by the relevant network, but other interesting subjects may be considered. The research team should reasonably expect to be able to complete the proposed research within 20 months after approval of the proposal. No itemized budget is required, as all accepted projects receive the same fixed lump-sum amount. Proposals should carefully follow the guidelines for submitting a PEP proposal posted on the PEP Web site ("Call for Proposals")

### **1.3.2 Travel grants to participate in a PEP meeting**

There is no need to submit any request for PEP meeting travel grants since it is automatically awarded by PEP if a proposal or report is accepted for presentation. Financing and organization of participation at PEP meetings is managed by the PEP secretariat directly.

### **1.3.3 Eligibility**

All team members must be developing country nationals who will reside in a developing country during the course of the project (absences to a developed country for a **maximum** of two months per year are tolerated). University-level training in Economics or equivalent experience is generally required. Interested researchers who are ineligible for funding are encouraged to use the training material, readings and other information posted on the PEP Web site, as well as to share their research results with us. Researchers funded by the PEP network are eligible to submit a new proposal only after the final report of their current project has been formally approved.

## ***Selection of Successful Proposals***

Candidates may submit proposals at any time. A deadline is announced on the PEP Web site prior to each PEP general meeting. In consultation with the MPIA-PMMA co-director and, in many cases, external evaluators, the MPIA and PMMA network leaders each select proposals to be presented in their respective networks. Very often at least one revision of a proposal is required before it is selected for presentation. Selection is based on the proposal's scientific contribution, its integration within the thematic focus of the subnetworks, its policy relevance, its capacity building component, the feasibility and suitability of the methodology proposed, the composition of the team and data requirements. In the case of the PEP-OPHI Human Development Capabilities Initiative, selection is made jointly by the relevant network leader and the director of OPHI. In the case of the PIERI, selection is made by a committee composed of the program's four scientific coordinators according to criteria set out in the PIERI proposal submission guidelines.

One team member, generally the leader, is invited to present the proposal at a PEP meeting. The relevant network steering committee will discuss the proposals with each team individually and make recommendations to the network leader as to which proposals to finance. Researchers will normally be informed of final decisions a few weeks after the meeting.

### **1.3.4 Research ethics**

All research must be carried out in accordance with PEP ethical standards. In their proposals, candidates are required to clearly identify all possible ethical issues relating to their research. Where such issues arise, the network leader reviews them and presents them to the research network subcommittee for consideration. In addition, grant contracts include a clause governing ethical issues and set out in Appendix A.

### **1.3.5 Contract**

Research grant contracts include the following information:

- A summary of the research project
- A statement of the lump-sum amount of the grant awarded (\$CA 20,000)
- The following disbursement schedule: 40% disbursed on approval of the proposal and 30% each on the approval of the interim and final reports
- A clause indicating that any disbursements are conditional to PEP receiving sufficient funds.
- The above-mentioned research ethics requirements
- A clause providing the recipient dissemination rights (see Appendix B)

Travel grant contracts include the following information:

- An engagement to finance travel costs, lodging, per diem rates and incidentals.
- A clause indicating that any disbursements are conditional to PEP receiving sufficient funds.

## 1.4 Professional Development Grants

### 1.4.1 Description

PEP Researchers may apply for grants to finance the travel and living costs involved in participating in a variety of professional development activities **directly related to their MPIA or PMMA research**:

- **Training workshops:** Training workshops are organized at every PEP meeting. No specific request is required as all invited meeting participants are automatically invited also to attend these training workshops. However, consideration will be given to a limited number of requests for funding to participate in outside training workshops.
- **Study visits** to a reputed research centre of the team's choice, where this can be shown to contribute substantially to the research activities and professional development of the researchers.
- **International conferences:** to present their research in international conferences (please note that this grant is available after approval of the final report)

### 1.4.2 Amounts and disbursements

The amount of the grant is equal to the cost of the cheapest economy class return air ticket between the recipient's origin and the location of the activity (when the activity is not combined with a PEP meeting), plus lodging costs and local per diems for the duration of the activity, as well as lump sum for incidentals (visas, taxis, airport taxes, etc.). Registration fees may also be covered in part or in a whole on a case-by-case basis.

Researchers are asked to quote the cost of the cheapest air tickets they can find **before purchase**. If the project office is unable to find a cheaper ticket and the cost is reasonable, its purchase is authorized and a bank or money transfer is immediately made to the researcher to cover the cost of the ticket, incidentals and per diems. In all cases, researchers are under the obligation to provide PEP with the following documents:

- A complete itinerary
- ORIGINALS of their boarding passes
- A photocopy of their return air tickets
- The ORIGINAL travel agency invoice indicating the price paid for the air tickets
- The ORIGINAL receipt for the payment of any approved registration fees.
- Any other invoice for transportation **for which cost will have previously been approved by PEP.**

**Normally, the total cost of the study visit should not exceed \$CAN 5000.**

### 1.4.3 Contents of Submission

At least eight weeks prior to the activity they would like to attend, candidates are requested to ensure that they have posted an up-to-date version of their curriculum vitae on the PEP Web site ("My profile / update personal information" after "login"), a short (150 words) letter of motivation outlining their role in the research team and the benefits they expect to derive from participating in the activity, and a letter of support from their team leader (unless the candidate is the team leader). Full details on the activity dates, venue, lodging and registration fees must also be provided. An initial estimate of the cost of air tickets is also required. Requests should be posted in the team's project on the PEP web site (under "Other documents").

**Study visits:** Applications should be submitted according to the deadlines indicated in the "Important Dates" section of the PEP Web site. The institution and contact persons at this institution should be clearly identified. The study visit can be spread over three or four weeks excluding travelling days. The specific dates for those who request to have their study visit at Laval University are normally set by the PEP project office in order to group these visits by theme and methodology. The researcher must include in his request a detailed work plan describing the precise objectives of the study visit and his support needs (e.g. Help with problems in defining the appropriate methodology? Help with problems in applying your methodology? Help with technical problems to do with software? Help with the interpretation of results? Help with writing your report? etc). This work plan will be analysed by the network leader prior to final approval.

#### **1.4.4 Eligibility**

All members of PEP-funded teams. (ONE MEMBER PER TEAM)

#### **1.4.5 Selection of Successful Applicants**

In the case of "MPIA-PMMA Core Proposals", selection is made by the relevant network leader. In the case of the PEP-OPHI Human Development Capabilities Initiative, selection is made jointly by the relevant network leader and the director of OPHI. In the case of the PIERI, selection is made by a committee composed of the program's four scientific coordinators according to criteria set out in the PIERI proposal submission guidelines.

#### **1.4.6 Contract**

Training and professional development grant contracts include the following information:

- An engagement to finance travel, lodging, per diems and incidental costs.
- A clause indicating that any disbursements are conditional to the PEP project receiving sufficient funds.

### **1.5 National Conference Grants**

#### **1.5.1 Description**

In order to encourage researchers to disseminate their research results to policy makers, academics, and other interested parties at the national level, PEP offers national conference grants of \$CAN 2000 as a contribution toward the organization of such an event.

#### **1.5.2 Amounts and disbursements**

Disbursements are generally made only following the activity and upon presentation of a satisfactory activity report including the final program, the list of actual participants and a narrative of at least 500 words outlining the conference, its highlights and its conclusions. This grant is available only to teams with an approved final report.

#### **1.5.3 Contents of Proposals**

At least eight weeks prior to the conference, PEP researchers interested in organizing a national conference are requested to submit a proposal indicating the objectives of the conference, a detailed draft conference program, at least one policy brief containing the main messages to be disseminated, and an initial list of invitees and a strategy for announcing the conference.

#### **1.5.4 Eligibility**

All members of PEP-funded teams.

#### **1.5.5 Contract**

National conference grant contracts include the following information:

- A brief description of the conference.
- A clause indicating that any disbursements are conditional to the PEP project receiving sufficient funds.

### **1.6 Publication Grants**

#### **1.6.1 Description**

In order to encourage researchers to publish their results for wider dissemination, PEP offers working paper and journal article grants of \$CAN 2000.

#### **1.6.2 Amounts and disbursements**

Disbursements are made automatically upon the publication of a PEP working paper or upon notification by the author of the publication of an article in a journal listed in EconLit (see [www.econlit.org/journal\\_list.html](http://www.econlit.org/journal_list.html)) based on a PEP-funded research project.

#### **1.6.3 Contents of Proposals**

No proposal is required. In the case of a journal article grant, proof of publication must be provided.

#### **1.6.4 Eligibility**

All members of PEP-funded teams.

#### **1.6.5 Selection of Successful Applicants**

In the case of "MPIA-PMMA Core Proposals", selection is made by the relevant network leader. In the case of the PEP-OPHI Human Development Capabilities Initiative, selection is made jointly by the relevant network leader and the director of OPHI. In the case of the PIERI, selection is made by a committee composed of the program's four scientific coordinators according to criteria set out in the PIERI proposal submission guidelines.

#### **1.6.6 Contract**

- No contract is required

## Appendix A: Research Ethics

Research grant recipients agree to the principles set out below, which aim at protecting the dignity and privacy of every individual who, in the course of the Research Work carried out under this Project, will be requested to provide personal or commercially valuable information about him/herself or others (hereinafter referred to as a subject of research). If reviewers identify other issues, they will notify proponents of the appropriate ethical conditions.

a) Before an individual becomes a subject of research, he/she shall be notified of:

- The aims, methods, anticipated benefits and potential hazards of the research;
- His/her right to abstain from participation in the research and his/her right to terminate at any time his/her participation; and
- The confidential nature of his/her replies.

b) No individual shall become a subject of research unless he/she is given the notice referred to in the preceding paragraph and provides a freely given consent that he/she agrees to participate. No pressure or inducement of any kind shall be applied to encourage an individual to become a subject of research.

c) The identity of individuals from whom information is obtained in the course of this Project shall be kept strictly confidential. At the conclusion of the Project, any information that reveals the identity of individuals who were subjects of research shall be destroyed unless the individual concerned has consented in writing to its inclusion beforehand. No information revealing the identity of any individual shall be included in the final report or in any other communication prepared in the course of this Project, unless the individual concerned has consented in writing to its inclusion beforehand.

d) When children are involved in the Project, special care must be taken to ensure that their participation is undertaken in accordance with high ethical standards. Accordingly, children shall not be allowed to participate unless:

- Their parents or guardians have been counselled with respect to the children's participation;
- Their parents or guardians have given their free, explicit, and informed consent to the participation of the children in the Project.

Parents or guardians shall have the right to withdraw their children from the Project at any time.

## Appendix B: Dissemination

One of PEP's main objectives is to see that research it funds is disseminated widely in order to contribute most effectively to poverty alleviation. In disseminating the results of the Project, all Project Recipients shall adhere to the following conditions:

a) Recipients have the right to publish, in any form, the results of the Project, or any other information prepared or produced as a result of this grant, and are not required to obtain the consent of PEP to do so. Recipients will recognize the support of the PEP by including in all publications the following acknowledgement:

“This work was carried out with funding from the Poverty and Economic Policy (PEP) Research Network, which is financed by the Australian Agency for International Development (AusAID), the Canadian International Development Agency and the International Development Research Centre (IDRC). “

In the case of the “PEP-OPHI Human Development Capabilities Initiative”, the following acknowledgement is required:

“This work was carried out with funding from the Poverty and Economic Policy (PEP) Research Network and the Oxford Poverty & Human Development Initiative (OPHI). PEP is financed by the Australian Agency for International Development (AusAID), the Canadian International Development Agency and the International Development Research Centre (IDRC). OPHI gratefully acknowledges support from the IDRC, the UK Department for International Development (DFID), and private benefactors.”

Notwithstanding the foregoing, in any Collaborative Project it is understood that publication of Project results will be effected jointly by all parties, unless all parties agree otherwise in writing.

b) If PEP determines that the results of the Project or any other information prepared or produced as a result of this grant would be of benefit to others, it may, after appropriate consultations with the Recipients, publish and distribute, or authorize a third party to publish and distribute, the Project results or information, including but not limited to writings, films, and tapes.

c) If a Recipient objects to the publication or distribution of the results or information referred to in b) above, PEP shall consider the reasons given for the objection before making a final decision on the publication or distribution of the results or information.

d) The Recipient shall provide PEP and, if appropriate, other Collaborating Institution(s) with five copies of any publication it has made of the results of the Project or of any other information prepared or produced as a result of this grant, and two copies of any audio or visual material. In all cases unless otherwise agreed with the relevant Network Leader, an electronic version, specifying the software and, where applicable hardware used, will be provided to PEP.