

pep

partnership for
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policy



Grants Manual

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Introduction

This manual outlines the procedures involved in awarding and administering the various grants awarded by the Partnership for Economic Policy (PEP).

The following grants are covered by this manual:

1. Core research grants

- Fixed research grant (lump sum)
- Travel grant to participate in a PEP meeting
- Fixed additional grant for projects involving randomized controlled trials
- Fixed additional grant for projects involving field experiments
- Fixed additional grant for projects involving community-based monitoring systems

2. Professional development grants

- Study visit grant
- International conference grant

3. National conference grants

4. Publication grants (working papers and journal articles)

I. Research Grants

1.1. Description

PEP research grants are awarded on a competitive basis to teams of researchers based in developing countries who wish to conduct research projects pertaining to general or specific themes/issues identified by PEP experts and donors as particularly relevant to support development policy dialogue, formulation and implementation in developing countries. The main objectives are to build capacity for development policy research in the South and to generate reliable and rigorous evidence to inform policy.

PEP research grants, to be awarded through open competitions, include a core research grant of US\$ 24,000, plus supporting grants for a variety of related activities as outlined below. In the case of CBMS projects, the core research grant is US\$ 50,000¹.

Selected research teams benefit from the unique and manifold “PEP support program”, providing a comprehensive package of ongoing scientific support and technical assistance, not only for the conduct of high quality research projects and policy analyses, but also for the dissemination of the resulting evidence, both at the national and international levels.

Based on a “learning by doing” approach, the PEP program provides grantees with training and mentoring by international experts in a variety of cutting-edge methodologies and analytical techniques/tools of development research, e.g.:

- [Community-based monitoring systems](#) (CBMS)
- [Macro and CGE policy modelling](#) (MPIA)
- [Experimental policy analysis](#) (PIERI)
- [Micro policy analysis](#) (PMMA)

¹ This covers the design of CBMS (in local context) and data collection instruments (questionnaires and manuals), local capacity building, primary data collection, data processing and analysis, preparation of 3 research papers and 1 policy brief and national/local dissemination.

1.2. Eligibility

Specific eligibility conditions vary from call to call but normally include the following general requirements.

- **Born and living in developing countries**

All team members must be developing country nationals who will reside in a developing country during the full course of the project (a **maximum** absence of two months per year is tolerated).

- **With academic and/or professional background**

Team leaders should have a doctoral degree/diploma or be currently enrolled in a doctoral program. All team members must possess a sufficient academic and/or professional background in economics research/policy analysis. In particular, having a master's degree/diploma or being currently enrolled in a master's program is considered a minimum requirement.

- **Gender-balanced teams of individual researchers**

Teams must be gender mixed, with female members representing at least 50% of all members (including the team leader), and include at least 2 junior researchers (aged under 30), all contributing substantively to the proposed research project. PEP encourages teams with a female leader.

Researchers already funded by PEP are eligible to submit a new proposal only after the final report of their current PEP project has been formally approved. A researcher can be funded as a team member a maximum of three times by PEP (no more than twice as team leader) and should show marked progression over time.

1.3. Amounts and disbursements

1.3.1. Core research grants

PEP standard research grants include a core (cash) grant of **US\$ 24,000**.

Longlisted teams will be invited to revise and submit their proposals after a first round of evaluation. Revised proposals will go through a second round of evaluation, following which shortlisted teams will be invited to participate in an [online training course](#) relevant to the research methods/tools to be applied in their project (and additional gender analysis modules), from January to April 2021. All members of the selected research teams are strongly encouraged to complete this course (completion is a prerequisite for researcher-members to participate in PEP conferences and study visits).

For most projects, a **24-month research cycle** is adopted from the moment a proposal is selected at a PEP general meeting to the end of the dissemination process. The exact deadlines are posted on the PEP website ([Important Dates](#), organized by initiative and

methodology, as appropriate).

Core research grant disbursements are linked to the production of satisfactory research outputs and technical reports as outlined in section 1.7 below.

Proposals and research reports are evaluated by experts in the relevant methodologies drawn from [PEP's scientific support teams](#) and PEP's [Policy Outreach Committee](#) and working papers by external referees. Draft policy briefs are evaluated and edited by PEP communication staff, in consultation with the team and project's assigned mentors.

Payments are generally made to the team leader directly, but can be made to her/his institution if required (except in the case of CBMS and RCTs, where contracts are necessarily made with institutions). Teams may not receive additional funding from outside sources for research that is funded by a PEP research grant without the written consent of PEP's Executive Director.

For projects involving the use of RCTs, up to **US\$ 100,000** is added to the core research grant to conduct baseline and follow-up surveys. **For projects involving the use of field experiments (FEs)**, up to **US\$ 25,000** is added to the core research grant for data collection. Disbursements of additional funds are tied to deliverables pre-defined in the contracts. In the case of CBMS projects, the core research grant of US\$ 50,000 covers the design of CBMS (in local context) and data collection instruments (questionnaires and manuals), primary data collection, data processing and analysis.

1.3.2. Travel grants to participate in a PEP meeting

Participation of up to two team members in two PEP general meetings to present the team's proposal and final report: up to approx. US\$ 4,500 (US\$ 2,250 per member per meeting)

Teams that submit a proposal selected for presentation at a PEP general meeting will receive a separate travel grant to cover the costs of participation of up to two members. Preceding the general meeting, all members of MPIA-PIERI-PMMA shortlisted teams will be invited to participate in intensive online training courses provided by world leading experts in the most relevant concepts, methodologies and analytical techniques for economic policy analysis pertaining to their proposed project. Successful completion of this course is compulsory for participation in PEP general meetings and study visits.

In addition, each team will receive an additional separate travel grant to cover the costs for up to two team members to participate in the following PEP general meeting to present the final research report, provided that a draft final report has been submitted by the specified deadline and considered to be of acceptable quality by the relevant mentor.

1.4. Application procedures

1.4.1. Core research grant

To apply for a PEP research grant, aspiring beneficiaries must submit proposals for policy analysis following the instructions provided in the [call for proposals](#). More detailed proposal development guidelines are available on the [Guides](#) web page. See also the [call for proposals](#) for detailed information regarding how your team may register with PEP and submit your proposal. The deadline for submitting a project proposal is announced in each call for proposals.

Any single individual may be part of a maximum of two active proposals at any given time.

Regarding the timetable, applicants should reasonably expect to be able to complete a complete draft final report within roughly 10 months after approval of the proposal. Note that, as PEP-selected projects receive the same fixed lump-sum grants, no itemized budget is required with the proposal with the exception of CBMS, RCT and FE projects.

1.4.2. 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 directly by the PEP secretariat.

1.5. Selection of research proposals

Candidates must submit proposals prior to each call's deadline (see [call for proposals](#)). Proposal selection is based on scientific contribution, policy relevance (in terms of evidence base for decision-making), integration within the research issues identified for the relevant call, capacity building (incl. team composition), feasibility, data requirements and suitability of the proposed methodology. In most cases, teams are also required to submit a "policy context analysis" along with their proposal.

At least one revision of a proposal is generally required before pre-selection for presentation at a PEP general meeting. Members of teams with shortlisted MPIA-PMMA-PIERI proposals are also required to successfully complete the relevant online training course before the final project selection. PEP uses software to detect cases of plagiarism in proposals. Cases of significant plagiarism may lead to the outright rejection of a proposal. Up to two team members are then invited to present and discuss the proposal at a PEP meeting in front of peers, PEP [scientific support team](#) members and invited experts. Final decisions are taken by the relevant PEP [scientific support team](#) members. Researchers are informed of final decisions after the general meeting.

1.6. Research ethics

PEP-supported research projects must be carried out in accordance with PEP's ethical standards. In their proposals, candidates are required to clearly identify all possible ethical issues relating to their proposed project. Where such issues arise, the PEP Executive Director, together with the relevant PEP Research Director, reviews and presents them to the PEP Program Committee for consideration. In addition, grant contracts include a clause governing ethical issues as set out in **Annex A**.

All approved proposals involving randomized control trials are required to submit an independent, external ethical review by a recognized ethical review committee for approval by PEP's Executive Director. If no such committee is available to the team, the project will be reviewed by PEP's own [Research Ethics Review Committee](#).

See also other PEP institutional policies at: <https://www.pep-net.org/guides>

1.7. Contracts

Research grant contracts include the following information:

- A summary of the research project
- A statement of the lump-sum amount of the core research grant awarded and related calendar of disbursements (or grant payments):
 - **MPIA-PMMA:** \$5000 on approval of the proposal, \$5000 on the approval of the interim and \$7000 on approval of the final research report, and \$7000 on approval of the working paper and policy brief.
 - **PIERI:** \$5000 on approval of the proposal, \$5000 on the approval of the baseline report, \$7000 on approval of the final research report, and \$7000 on approval of the working paper and policy brief. The core grant is supplemented by a data collection grant.
 - In the case of FEs: \$20000 on approval of the baseline survey questionnaire and registration of the research design, and \$5000 on approval of the interim report and follow-up survey questionnaire.
 - In the case of RCTs: \$45000 on approval of the baseline survey questionnaire and registration of the research design, \$45000 on approval of follow-up survey questionnaire and plan, and \$10000 on approval of final research report.
 - **CBMS: US\$10,000** upon approval of revised proposal; **US \$15,000** upon approval of draft CBMS Design (Draft of Research Paper 1), including data collection instruments; **US\$10,000** upon approval of Database, draft Poverty Profile/ SDG Report (Draft Research paper 2); **US\$10,000** upon approval of draft thematic paper (draft Research Paper 3), draft Policy Brief, final Poverty Profile/SDG

*Report paper (final Research Paper 2), and final CBMS design (final Research Paper 1); and **US\$ 5,000** upon approval of final thematic paper (final Research Paper 3) and final Policy Brief*

- Each grant payment is also conditional to submission/update of a “technical report”, to keep PEP informed of the project's progress and impact in terms of capacity building and research uptake.
- A list of milestones and outputs expected to be produced by the grant recipient.
 - Beyond the core research reports and publications, such outputs may include
 - The organization of a policy conference to communicate research findings and resulting recommendations to strategic (policy) stakeholders at the national level (compulsory)
 - Contributions to PEP communication activities, including quotes, visual (photo/video) material regarding the research project, and potential blog and/or social media posts (compulsory)
 - Participation/presentation of research findings at an international conference (MPIA-PIERI-PMMA only; see 2.1.3 below),
- The above-mentioned research ethics requirements (see also Annex A)
- A clause providing the recipient with “dissemination rights” (see Annex B)
- A clause indicating that significant cases of plagiarism in research reports can lead to the cancellation of the project and that PEP uses software to detect plagiarism.
- A clause indicating that any disbursements are conditional to PEP receiving sufficient funds from its own donors.

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 on PEP receiving sufficient funds.

II. Professional Development Grants

2.1. Description

PEP researchers may apply separately for grants to finance the travel and living costs involved in the conduct of (or participation in) a variety of project activities that contribute to their professional development (or promotion of expertise), as long as the nature of such activities and development is **directly related to their PEP-supported research work**.

2.1.1. Training grants

Training workshops in the various methods and analytical techniques/tools fostered by PEP research are provided at every PEP annual conference. No application procedure is required as all conference participants are also invited to participate in these training workshops.

2.1.2. Study visits

MPIA-PIERI-PMMA: Each team is also invited to propose up to two of its members to complete a three-week study visit at its mentor's institution to complete the team's draft final report. Teams are required to demonstrate that the study visit would contribute substantially to the research project and professional development of the proposed researchers.

CBMS: Two members of each team are invited for a 5-day study visit at the CBMS Network Office in DLSU-AKI. The study visit aims to provide training and mentoring to the focal persons of the Project Teams on the implementation of the CBMS Accelerated Poverty Profiling (APP) data collection tools in preparation for the Team's conduct of training of local enumerators and data collection in the project sites. It also aims to assist Teams in the completion of their research paper on CBMS design. Prior to participation in the said study visit, Project Teams are expected to complete and finalize the following research outputs: (1) core indicators of poverty, (2) research questions and methodology, (3) data requirements for the study, (4) pre-test of questionnaires i.e. household profile questionnaire, community profile questionnaire, and rider questionnaire, and (5) enumerators manual.

2.1.3. International conferences

MPIA-PIERI-PMMA: Teams are also invited to apply, on a competitive basis and upon approval of the teams' final research report, for a grant to allow one team member to present their PEP research findings at a reputed international conference.

2.2. Amounts and disbursements

The amounts of study visit and international conference grants are equal to the cost of the cheapest, economy class round-trip air ticket between the recipient's origin and the location of the activity, plus lodging costs and local per diems for the agreed duration of the activity, as well as a lump sum for incidentals (visas, taxis, airport taxes, etc.). Registration fees may also be covered in part or in 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. Upon request sufficiently ahead of time, an advance can be provided through a bank or money transfer. 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 costs covered by PEP should not exceed:

- **US\$ 12,000 per team** for up to two members (maximum US\$ 6,000 per member) to complete an international **study visit**
- **US\$ 2,000** for one member to participate in an **international conference**

In both cases, beneficiaries are required to complete and submit an ex-post report.

2.3. Application procedures and requirements

For all professional development grants, candidates must ensure that they have submitted

- An up-to-date version of their curriculum vitae to the PEP website (After "login", go to "My profile / update personal information"),
- A completed version of the relevant application form. These forms are available on <https://www.pep-net.org/guides>

Applications should be posted in the team's project on the PEP website (under "Other documents").

Applications for study visits should be submitted according to the deadlines indicated in the "Important Dates" section of the PEP website. The study visit should last three weeks, excluding travelling days. The researcher must include in the application a **detailed work plan**

describing the precise objectives of the study visit and any specific needs in terms of scientific/technical support². This work plan is analyzed by the relevant mentor prior to final approval.

Applications for international conference grants should be submitted only after your paper has been formally accepted by the international conference organizers (proof should be provided with your application) and at least eight weeks prior to the conference (earlier if possible, to allow time to obtain visas).

All applications for professional development grants are approved (and grantees selected) by the relevant research director.

2.4. Contracts

All professional development grant contracts include the following information:

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

² 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.

III. National Policy Conference Grant

3.1. Description

In order to help researchers “make their research work count” (i.e. contribute to improve socioeconomic wellbeing of concerned populations), PEP also provides its selected project teams with the necessary means and support to communicate their PEP research findings to policy makers, stakeholders, as well as to the general public at the national level.

A **US\$ 2500** grant is offered to each MPIA-PIERI-PMMA research team, as a contribution towards the organization of a conference or seminar, as long as its main objective is to inform policymaking (via target audiences of policy makers, stakeholders, media and the general public) at the national level. For CBMS projects, funding for national and local dissemination workshops is part of the US\$50K core grant. This activity should be considered a **compulsory** element of all PEP-funded projects.

Note that:

- Logistical support and advice from PEP staff is also made available to help reach target audiences and communicate findings effectively.
- A certain number of PEP communication “tools” (PowerPoint presentation format, policy brief format, PEP and donors’ logos on all related documents, etc.) must also be used in the event, as well as in any communications of PEP-funded research, to ensure acknowledgement of PEP support and consistency of PEP’s image and representation.

3.2. Amounts and disbursements

Disbursements of national policy conference grants are generally made only after the activity and upon presentation of a satisfactory ex-post report (via the PEP intranet) including the list of actual participants and a narrative outlining the conference’s expected impact in terms of policy outreach/influence, media coverage (public outreach), its highlights and conclusions (successes, failures, lessons learned). PEP also requires that the event is recorded visually (photo or video) and that this material be submitted to PEP with the report for PEP’s own communication activities.

Note that this grant is available only to PEP project teams with an approved final research report and draft policy brief.

3.3. Application procedures and requirements

At least eight weeks prior to the event, PEP researchers interested in organizing a national policy conference are requested to submit a proposal indicating:

- The objectives of the conference,
- A detailed draft conference program,
- An initial list of invitees
- A strategy for announcing the conference and reaching the target audience
- A short narrative describing the main messages that the event shall serve to communicate (how the related PEP research findings should be used to inform/improve policymaking) – note that, if not yet submitted to PEP, the project's draft policy brief (highlighting the main policy messages) should also be submitted with the proposal.

Find more information and instructions regarding the organization of such events, and related PEP support, here: [Guidelines for submission of national conference grant proposal](#)

3.4. Contract

National policy conference grant contracts include the following information:

- A brief description of the conference (date, venue, title, objectives, etc.).
- A clause indicating that any disbursements are conditional to the PEP project receiving sufficient funds.

IV. Publication Grants

4.1. Description

To encourage researchers to publish their PEP research findings in formats suitable for wider dissemination, PEP offers an **additional grant** for the publication of a “**journal article**” to both the research team and, if co-author and not a regular PEP employee, the mentor according to the following schedule³:

	Team	Mentors (except regular PEP employees)
Any peer-reviewed journals listed in Econlit ⁴	500 USD	500 USD
REF 2*	1,500 USD	1,500 USD
REF 3*	2,000 USD	2,000 USD
REF 4*	2,500 USD	2,500 USD

The acknowledgement text stated in your Research Grant Contract must appear in the journal article (and any other form of dissemination of PEP project findings).

4.2. Amounts and disbursements

Note that journal publication grants are available only to PEP project teams with an approved final research report. Disbursements are made automatically upon notification, by the project team leader, of the publication of an article based on a PEP-funded research project with a copy of the approved article and its exact bibliographic reference in the following [format](#).

4.3. Application procedures

No application or proposal is required in the case of PEP publication grants – nor will any contracts be signed. Proof of acceptance for publication must be provided.

³ See <http://www.pep-net.org/guides> for the Journal classification for PEP publications.

⁴ Find the list of Econlit journals here: https://www.aeaweb.org/econlit/journal_list.php

ANNEX A – RESEARCH ETHICS

“PEP research grant recipients” agree to the **principles set out below**, which aim to protect the dignity and privacy of every individual who, in the course of research work carried out under their “PEP-supported project” (hereinafter referred to as the “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.

- 1) Before an individual becomes a subject of research, s/he shall be notified of:
 - The aims, methods, anticipated benefits and potential hazards of the research;
 - Her/his right to abstain from participation in the research and his/her right to terminate at any time her/his participation; and
 - The confidential nature of her/his replies.
- 2) No individual shall become a subject of research unless s/he is given the notice referred to in the preceding paragraph and provides a freely given consent that s/he agrees to participate. No pressure or inducement of any kind shall be applied to encourage an individual to become a subject of research.
- 3) 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.
- 4) 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.

- 5) Depending on the nature of the proposed research project, PEP may also recommend a full ethical review through the [Research Ethics Review Committee](#) (RERC) which may make specific recommendations for action in the process of conducting the research.

ANNEX B – DISSEMINATION

One of PEP's main objectives is to see that the research it funds is disseminated widely in order to contribute most effectively to improvement of development policymaking and socioeconomic wellbeing in developing countries. In disseminating the results of their PEP-supported projects (hereinafter referred to as the "Project"), all PEP grant recipients (hereinafter referred to as "Recipients") shall adhere to the following conditions:

- 1) Recipients have the right to publish, in any form, the results of their 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, however, must recognize the support of the PEP by including in ALL RELATED PUBLICATIONS the acknowledgement text stated in their Research Grant Contract beginning, "*This work was carried out with financial and scientific support from the Partnership for Economic Policy (PEP)*".

Notwithstanding the foregoing, it is understood that in any "Collaborative Project" (including PEP and other Collaborative Institutions), publication of project results will be effected jointly by all parties, unless all parties agree otherwise in writing.

- 2) If PEP determines that the results of the said 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.
- 3) If a Recipient objects to the publication or distribution of the results or information referred to in 2) 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.
- 4) The Recipient shall provide PEP and, if appropriate, other Collaborating Institution(s) with 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, as well as of any audio or visual material. In all cases, unless otherwise agreed with the relevant PEP staff or Research Director, an electronic version, specifying the software and, where applicable hardware used, must also be provided to PEP.
- 5) All communication materials meant to disseminate information about a PEP-supported project during an event that is funded – in full or in part – by PEP should be prepared using the relevant PEP templates when available (e.g. policy brief, slide presentation, etc.). In the context of events that are not funded by PEP, use of the relevant PEP templates is encouraged and all communication materials should include the acknowledgement as described in point 1) and/or the logos of PEP and the donors indicated in your Research Grant Contract.