



# PEP National Policy Conference Grant Guidelines

PEP-supported researchers must disseminate their research results to policymakers, academics, and other interested parties at the national level. To help teams achieve this goal, **PEP offers grants of 2,500 USD as a contribution towards the organization of an in-person national policy conference, and 1,500 USD for virtual events.**

PEP expects all teams to organize a national policy conference. Teams unable to do so (e.g., for political/security reasons) must justify their position in writing to PEP's Director for Communications and Monitoring and Evaluation, Marjorie Alain, at [marjorie.alain@pep-net.org](mailto:marjorie.alain@pep-net.org), copying PEP's Monitoring and Evaluation Coordinator at [mec@pep-net.org](mailto:mec@pep-net.org).

This document provides instructions and conditions for grant disbursement. It also includes useful information for completing the [National Policy Conference Grant Proposal](#).

## Instructions

- To qualify for the grant, PEP researchers interested in organizing a national policy conference are required to submit a **National Policy Conference Grant Proposal** ([download the template](#)) **at least eight weeks before the event.**
- **Submission:** Proposals should be uploaded under "Conference" to the "Documents" section in the team's project space on the [PEP intranet](#) **and** sent by email to PEP's Monitoring and Evaluation Coordinator at [mec@pep-net.org](mailto:mec@pep-net.org).
- Teams should submit their **draft policy brief** ([download the Policy Brief Guidelines](#)) at the same time as their grant proposal.

## Conditions

### PEP requires that:

1. You use the PEP communications formats/feature the PEP and PEP-donor logos on the various documents you will use or publish for the event, including but not limited to:
  1. Working Paper (final approved version will be edited and formatted by PEP)
  2. Policy Brief (again, edited and formatted by PEP)
  3. Event flyer or brochure, if used
  4. Slide presentation of the project.  
Download the PowerPoint template and logos package for your research program:
    - [Gender-sensitive Analysis on Entrepreneurship and Financial Inclusion, and Rural Employment in Africa](#) (PAGE II-Round 3, 2019-21)
    - [Impact Evaluation Mentoring for Governments in East and West Africa](#) (2019-21)
    - [Climate Change in sub-Saharan Africa](#) (2020-23)
2. You provide photos/screenshots and, if possible, a video recording of your conference to be used in PEP communications.



**Please note:**

1. This grant is available only to teams whose final report has been approved.
2. Grant disbursements are made **after** the activity and once the team has submitted a satisfactory (ex-post) activity technical report on the [PEP intranet](#).
  - 1.1 You must complete the section "National Conference" of the **online Technical Reports**, including uploading the final attendance list and photos from the event.
  - 1.2 We recommend consulting the "National Conference" technical report during the planning stages of your event to make sure you will collect all the required information.

**Proposal guidelines**

**PEP provides national policy conference grants to encourage the dissemination and discussion of the results of PEP-funded research with relevant policymakers and other potential users.** However, we have encountered policymakers and other research users in many countries who indicate to us that they are not at all aware of PEP-funded work by researchers in their country and area of activity. **In your proposal, you need to convince us that your conference will adequately address this aim and reach all the key potential users of your PEP research results.**

1. **Policy messages.** It is important that you clearly define the policy messages that you would like to communicate well in advance. You should refer to your **Dissemination Strategy** and select the messages most appropriate for your intended conference audience and objectives.
2. **Conference objectives.** Describe what you intend to communicate, key exchanges that are planned, and to what purposes (e.g. awareness/uptake of policy recommendations, future collaborations, etc.)
  - a. You are strongly encouraged to consult the ex-post activity technical report form on the PEP intranet to have a better idea of PEP's expectations regarding policy outreach and impact for your event. Remember, you will be required to complete this report before grant payments are released (see instructions above).
3. **Partners.** To ensure maximum visibility, you may want to organize your national policy conference in collaboration with the relevant government ministry or another "client" institution (NGOs, international organizations, etc.) and/or as part of an ongoing policy conference series.
4. **Draft program.** You will need to provide a fairly detailed preliminary program so that we can understand how the event will be organized.
  - a. PEP is looking for a policy conference format that provides time and mechanisms for two-way discussion (going beyond simply telling policymakers your findings and what to do.) For example:
    - i. You could designate one or two key policymakers or other stakeholders as discussants for the presentations,
    - ii. You may also want to reserve some time for a panel discussion where policymakers and stakeholders have a chance to speak. You would need to carefully organize this panel with a clear issue (question) to address and a careful choice of panellists.
  - b. You should provide some evidence that presentations will be policy-focused.
5. **Targeted invitees.** Providing an initial list of targeted individuals and institutions that you mean to invite is a key way to demonstrate that your conference will adequately provide dissemination and discussion of your results with relevant policymakers and stakeholders.
  - a. You might consider involving other PEP (or non-PEP) presenters in order to have more material, discussion and debate at the conference.



- b. Make sure also to contact and invite strategic media representatives (refer to your **Dissemination Strategy**).
    - i. Communicating news of your conference and the nature of its content to the general public and the populations it concerns is important for the democratization of your findings. It may also help compel policymakers' acknowledgement and reactions.
  - c. You should invite officials from the Canadian and British embassies, clearly stating that the IDRC and UK Aid provided funding for your project.
  - d. You are also encouraged to invite local offices of major bilateral and multilateral donors and foundations to promote your, and PEP's, visibility to this audience.
6. **Invitation/announcement strategy.** You should refer to your **Dissemination Strategy** and think about what you can do to make sure your targeted invitees (or their representatives) decide to attend. Think about your aims for this event: where should you publicize it to reach people who can contribute to the policy debate?
7. **PEP visibility and donor acknowledgement.** Describe how you will recognize PEP and PEP-donor support for your project and your conference.
- a. As indicated in the **Conditions**, you should use the PEP formats of your Working Paper, Policy Brief, and slide (PowerPoint) presentation (if used during the conference). If you use a different format, you must include the PEP logo and those of the donors supporting your research initiative (as indicated in your Research Support Grant Agreement). Download templates and logos.
  - b. You should also think about how you will include PEP in your invitations/announcements and during any interactions with journalists before, during or after the event.
8. **Visual documentation.** Do not forget to appoint somebody to visually document the event: take photos and, if possible, produce a video recording of the entire event. The team member responsible does not have to personally take the photos/videos but will make sure there is visual documentation of all the key moments including the speakers and questions from the audience.
- a. This will help us extend the reach of your project findings and promote your expertise/reputation as an expert analyst through our international networks and platforms.
9. **Draft policy brief.** You are also strongly advised to produce your (draft) policy brief in time for the event.
- a. The main purpose of the policy brief is to communicate the policy implications of your findings. Drafting the brief will help you define your policy messages. It can be used (distributed) at the national level to encourage participation to your event, and/or as a handout during your event.
  - b. Teams shall submit their draft of policy brief to PEP's admin team, and PEP's Communications Officer, Jennie Hurwood ([jennie.hurwood@pep-net.org](mailto:jennie.hurwood@pep-net.org)), will help teams edit and format their brief before publication. [Download the Policy Brief Guidelines](#).

**Please upload your grant proposal under "Conference" to the "Documents" section of your project space on the [PEP intranet](#) and send it by email to PEP's Monitoring and Evaluation Coordinator, Michael Murigi ([mec@pep-net.org](mailto:mec@pep-net.org)), with Marjorie Alain ([marjorie.alain@pep-net.org](mailto:marjorie.alain@pep-net.org)) in CC.**

Do not hesitate to contact PEP as soon as you decide to organize a policy conference, and let us know how we can help you in the process. If you have any questions, please contact Michael Murigi ([mec@pep-net.org](mailto:mec@pep-net.org)).