

# Application Instructions

## Africa, Asia, Latin America

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## I. Overview

IPA and J-PAL's [Displaced Livelihoods Initiative](#), supported by the IKEA Foundation, has launched its second Call for Proposals. For proposals for research in Africa, Asia, or Latin America, **optional expressions of interest are due Wednesday, November 22, 2023, and proposals are due Friday, January 19, 2024, at 11:59 p.m. Pacific.** Those interested in applying are asked to first read the initiative's [Call for Proposals](#).

Please reach out to [displacement@poverty-action.org](mailto:displacement@poverty-action.org) with any questions.

## II. Eligibility

### Researcher Qualifications

At least one researcher per project must be primarily affiliated with a university (e.g., PhD Candidate, Assistant Professor, Professor, etc.), and either hold a PhD or be currently pursuing a PhD in a relevant discipline. The research team must demonstrate experience conducting field research and applying impact evaluation methods in sectors that are relevant to the Displaced Livelihoods Initiative. Projects may include additional researchers that do not meet these requirements. Please reach out to [displacement@poverty-action.org](mailto:displacement@poverty-action.org) if you have questions about these requirements.

Exploratory grants are earmarked for LMIC-based researchers, junior faculty, PhD students and candidates, and other researchers who do not have significant sources of funding for travel and exploratory work. Exploratory proposals from tenured professors from major research universities will not be considered.

### Implementing Partners

Implementers that deliver programs (civil society, governments, multilateral organizations, etc.) should partner with researchers with track records implementing similar research studies to the one being proposed in order to apply for funding. IPA is available to support matchmaking with researchers. Please reach out to [displacement@poverty-action.org](mailto:displacement@poverty-action.org).

## III. Research Management

Projects collecting data should specify the research management organization that will assist the research team with the implementation of the study. The organization must demonstrate experience implementing fieldwork in the location(s) where the study will take place and have a presence in the country. When a project is awarded funding, the funds will be internally assigned to a Country Office or provided through a subaward to the research management organization or host university.

Projects taking place in countries where IPA has a [presence](#) are expected to be run through the local IPA Country Office, as these offices have the experience and long-term presence to ensure that projects meet excellent research quality standards, maintain strong partner relationships, and integrate with the work of the Displaced Livelihoods Initiative and IPA as a

whole. Applicants should provide a clear motivation if they choose to work with another research management organization in a country where IPA is present. Please make sure to reach out to the local IPA Country Office as early as possible in the project development process so they can assist with research design, project planning, proposal development, and partner development. For assistance reaching out to IPA Country Offices, please email us at [displacement@poverty-action.org](mailto:displacement@poverty-action.org).

When conducting research in a country without an IPA Country Office, another research management organization must implement fieldwork. If the applicant is not already in touch with a research management organization, IPA may be able to assist in identifying an appropriate partner. For additional subgrantee requirements, please see the “Grant Terms and Conditions” section, below.

Exploratory grants are most often awarded as consultant contracts to the successful applicant, but in rare situations may be set up as a subaward to an appropriate research management organization. This is determined on a case-by-case basis.

## Country Contacts

IPA offices have the ability to support project development and research implementation. Applicants should reach out to the below contacts early in the proposal stage.

Country	Contact Name	Contact Email
<b>Burkina Faso</b>	Thierno Faye	<a href="mailto:tfaye@poverty-action.org">tfaye@poverty-action.org</a>
<b>Colombia</b>	Juan Felipe Garcia	<a href="mailto:jfgarcia@poverty-action.org">jfgarcia@poverty-action.org</a>
<b>Côte d’Ivoire</b>	Thierno Faye	<a href="mailto:tfaye@poverty-action.org">tfaye@poverty-action.org</a>
<b>Dominican Republic</b>	Sergio De Marco	<a href="mailto:sdemarco@poverty-action.org">sdemarco@poverty-action.org</a>
<b>Ghana</b>	Salifu Amadu	<a href="mailto:samadu@poverty-action.org">samadu@poverty-action.org</a>
<b>Kenya</b>	Ginger Golub	<a href="mailto:ggolub@poverty-action.org">ggolub@poverty-action.org</a>
<b>Liberia</b>	Walker Higgins	<a href="mailto:whiggins@poverty-action.org">whiggins@poverty-action.org</a>
<b>Malawi</b>	Tamara Billima-Mulenga	<a href="mailto:tbillima@poverty-action.org">tbillima@poverty-action.org</a>

<b>Mali</b>	Thierno Faye	<a href="mailto:tfaye@poverty-action.org">tfaye@poverty-action.org</a>
<b>Mexico</b>	Helke Enkerlin Madero	<a href="mailto:henkerlin@poverty-action.org">henkerlin@poverty-action.org</a>
<b>Myanmar</b>	Thein Zaw Oo	<a href="mailto:theinzawoo@poverty-action.org">theinzawoo@poverty-action.org</a>
<b>Nigeria</b>	Funmi Ayeni	<a href="mailto:fayeni@poverty-action.org">fayeni@poverty-action.org</a>
<b>Paraguay</b>	Sergio De Marco	<a href="mailto:sdemarco@poverty-action.org">sdemarco@poverty-action.org</a>
<b>Peru</b>	Barbara Sparrow	<a href="mailto:bsparrow@poverty-action.org">bsparrow@poverty-action.org</a>
<b>Philippines</b>	Aftab Opel	<a href="mailto:aopel@poverty-action.org">aopel@poverty-action.org</a>
<b>Rwanda</b>	Cassien Havugimana	<a href="mailto:chavugimana@poverty-action.org">chavugimana@poverty-action.org</a>
<b>Sierra Leone</b>	Walker Higgins	<a href="mailto:whiggins@poverty-action.org">whiggins@poverty-action.org</a>
<b>Tanzania</b>	Zachary Isdahl	<a href="mailto:zisdahl@poverty-action.org">zisdahl@poverty-action.org</a>
<b>Uganda</b>	Patrick Nalere	<a href="mailto:pnalere@poverty-action.org">pnalere@poverty-action.org</a>
<b>Zambia</b>	Tamara Billima-Mulenga	<a href="mailto:tbillima@poverty-action.org">tbillima@poverty-action.org</a>
<b>Countries in Latin America (other than the above)</b>	Sergio De Marco	<a href="mailto:sdemarco@poverty-action.org">sdemarco@poverty-action.org</a>

## IV. Expression of Interest Instructions

To submit an Expression of Interest (EOI), please submit basic information about the project in English through [our online portal](#) by **Wednesday, November 22, 2023, at 11:59 p.m. Pacific**.

We do not require applicants to submit an EOI in order to submit a proposal. That said, we encourage teams to submit EOIs because they allow IPA to let applicants know whether the project may or may not be a good match for the Displaced Livelihoods Initiative before they invest time in a proposal. In rare cases, IPA may also be able to provide broader substantive feedback to applicants.

EOIs will receive a response from IPA the week of December 11, 2023, recommending whether or not to submit a proposal.

## V. Proposal Instructions

### Pilot Study, Full Study, Infrastructure and Public Goods Creation, and Scaling Support Proposals

#### Proposal Requirements

Pilot study, full study, infrastructure and public good creation, and scaling support proposals consist of (i) cover sheet and narrative; (ii) budget; (iii) letters of support; and (iv) power calculations (full impact evaluations and pilots that intend to randomize only). Please submit all materials in English, or with translations, through [our online portal](#) by **January 19, 2024, at 11:59 p.m. Pacific**.

**Cover sheet and narrative:** Pilot study, full study, and infrastructure and public goods creation projects should use [this template](#). Scaling support projects should use [this template](#).

Please keep in mind the following when developing the cover sheet and narrative:

- The earliest grant start date we can consider is May 1, 2024, and the latest grant end date we can consider is May 31, 2027.
- The narrative should not exceed five pages, including the abstract and appendices, but not including the cover page.
- Please use 11-point Arial font.

Successful proposals will demonstrate:

- A clear research question that is framed in relation to the Displaced Livelihoods Initiative's scope and themes outlined in our Call for Proposals
- A robust research design, well-defined research instruments, and sample size estimates (or a plan to determine these through piloting)<sup>1</sup>
- A feasible implementation plan
- Strong partnership commitment from implementing organizations (if applicable)

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<sup>1</sup> Please note that all funded projects will need to adhere to IPA's [Mandatory Research Protocols](#).

**Budget:** Please use [this template](#).

Please keep the following in mind when developing the budget:

- Budgets are expected to adhere to the budget caps outlined in our Call for Proposals. In recognition that research in some locations or with some populations is more costly, on a case-by-case basis we will consider budgets over the above award maximums with appropriate justification.
- Awards are normally paid on a cost-reimbursable basis.
- Proposals must explain all costs in the “description” column of the budget, or include a brief budget narrative document detailing the major costs within the budget. For example, travel costs should include a breakdown of how many trips are planned, the estimated cost per trip, etc. If field costs are detailed in the budget template (number of field staff, roles, rates, etc.), they do not need further explanation in a budget narrative.
- Indirect costs:
  - Allowable indirect costs for different institutions:
    - Universities in high-income countries can charge up to 10% in indirect costs, applied to total direct costs.
    - Non-university non-profits from any location and universities from [low- or middle-income countries](#) may charge up to 15% in indirect costs, applied to total direct costs.
    - Projects implemented through IPA Country Offices do not need to include indirect costs in budgets, and may apply to the funding category cap in direct costs. Please consult your BD representative for further guidance.
  - We understand that the cap on overhead or indirect costs under this initiative is low. Grantees may include reasonable project support costs in budgets as direct costs. Such costs should be explained in the “description” column of the budget.
- Any equipment/asset purchases should include a breakdown of what is being purchased (e.g. how many laptops), as well as the project staff that will be assigned to the equipment.
- Costs for rent should be explained in the budget.
- For full impact evaluations, we will be requesting the collection of program implementation cost data, following IPA’s costing guidelines. IPA will provide templates for this. Researchers are encouraged to budget up to \$1,000 for the collection of this data.

- While we ask for the project's total budget, we do not require this to include researchers' salaries.
- It is the applicant's responsibility to ensure that the budget follows the prospective subawardee's policies for costs.
- Subawardees must be able to comply with the prime donor's contracting and spending guidelines.
- Institutional Review Board (IRB) approval is required for all studies. This approval may come from a host institution's IRB or IPA's IRB. If applicants are planning on using IPA's IRB, please make sure to budget for this process [per IPA's IRB fee structure](#).

Funding is for qualified research costs. We generally cannot support:

- Program or intervention implementation costs, except in extremely rare circumstances when necessitated by the research design
- Salary costs for researchers from institutions in high-income countries (funding for the salaries and/or time of researchers from institutions in low- and middle-income countries will be considered on a case-by-case basis by the review committee)
- Purely qualitative research that does not contribute to the development of impact evaluations
- Lab-in-the-field or survey experiments, except in rare circumstances, or within the context of piloting or implementing a broader impact evaluation
- Research using historical datasets, except in the context of a broader impact evaluation
- Costs labeled as incidental, miscellaneous, or contingency

**Letters of support:** Please provide the following letters of support:

1. All studies are required to provide a letter of support from the **institution that will receive the grant** (which may be an IPA Country Office, a J-PAL Regional Office, a university, or another institution), stating that they have reviewed the proposal and accepted the budget. Please note that this requirement applies to all projects, including those going through IPA Country Offices. Please contact them in advance for information on their policies for proposal review and give them enough time to meet the proposal deadline.
2. Full study and scaling support projects are required to provide a letter of support from the **program implementing partner**, who will manage the intervention to be evaluated. Please include basic information about the intervention, its prospective or secured funding sources, the motivation to participate in an impact evaluation (if applicable), an agreement to share program cost data (if an impact evaluation), and the relationship with

the research team. Applicants for pilot funding are encouraged to submit such letters of support, if available.

3. If available, please also include letters of support from **potential scale-up partners**.

**Power calculations:** Please note that all full studies are required to submit power calculations. If you are randomizing within a pilot, please also submit power calculations. Please provide all the needed information and assumptions to replicate the calculations. This could be a commented Stata log file, an explanation of the inputs used in Optimal Design, or similar.

## Submission Instructions

Submit the following materials by **January 19, 2024, at 11:59 p.m. Pacific** through our online portal at: [https://innovationsforpovertyaction.formstack.com/forms/dli\\_round\\_ii](https://innovationsforpovertyaction.formstack.com/forms/dli_round_ii)

1. Cover sheet and narrative saved as a single Word Document file titled [PI last name]\_[Proposal title]
2. Separate budget form saved as a single Excel file titled [PI last name]\_Budget
3. Letter(s) of support from implementing partners saved as PDF files titled [PI last name]\_[Partner name]
4. Power calculations document titled [PI last name]\_Power



## Exploratory Proposals

### Proposal Requirements

Please note that exploratory grants are earmarked for LMIC-based researchers, junior faculty, PhD students and candidates, and other researchers who do not have significant sources of funding for travel and exploratory work. Exploratory proposals from tenured professors from major research universities will not be considered.

Exploratory proposals consist of (i) a cover sheet and narrative, (ii) a budget, and (iii) a letter of support from the applicant's PhD advisor(s), if applicable. Please submit all materials in English, or with translations, through [our online portal](#) by **January 19, 2024, at 11:59 p.m. Pacific.**

**Cover sheet and narrative:** Please use [this template](#).

Please keep in mind the following when developing the cover sheet and narrative:

- The earliest grant start date we can consider is April 15, 2024, and the latest grant end date we can consider is May 31, 2027. That said, we expect most exploratory projects to be completed within a year.
- The narrative should not exceed two pages, including the abstract and appendices, but not including the cover page.
- Please use 11-point Arial font.

**Budget:** Please use [this template](#).

Please keep the following in mind when developing the budget:

- Exploratory grants are for a maximum of \$10,000.
- Please include detailed budget notes in the column provided in the template.
- Generally, these grants are expected to primarily cover travel-related costs for principal investigators to conduct scoping trips and relationship development, instead of survey costs.
- In cases where additional research assistance is required, hiring enumerators must be done in compliance with local labor laws.
- If a grantee plans to work with an IPA Country Office, a J-PAL Regional Office, or another implementing organization, they should notify the organization before submitting an exploratory proposal, as these organizations may require applicants to budget for overhead or other expenses.

***Letters of support:***

- If the applicant is a PhD student or candidate, please submit a letter of support from a PhD advisor(s). If an advisor would prefer to provide the letter to us directly, they can send it to [displacement@poverty-action.org](mailto:displacement@poverty-action.org).
- Letters of support from implementing partners are not required for exploratory proposals.
- If the applicant will be working with a research management institution (e.g. an IPA Country Office or a J-PAL Regional Office), we require a letter of support from the institution that will receive the grant. Otherwise, exploratory grants are provided as a consultant contract to one of the researchers.

## Submission Instructions

Applicants should submit the following materials by **January 19, 2024, at 11:59 p.m. Pacific** via our online portal at:

[https://innovationsforpovertyaction.formstack.com/forms/dli\\_exploratory\\_round\\_ii](https://innovationsforpovertyaction.formstack.com/forms/dli_exploratory_round_ii)

1. Cover sheet and narrative saved as a single Word Document file titled [PI last name]\_[Proposal title]
2. Separate budget form saved as a single Excel file titled [PI last name]\_Budget
3. Letter(s) of support from PhD advisor and/or research management institution, if applicable, saved as PDF files titled [PI last name]\_[Advisor/Partner name]

## VII. General Terms and Conditions

1. This Call for Proposals is not and shall not be construed to be a contract, offer, or request for an offer. Those responding to this call receive no rights whatsoever as a result of their submissions. Innovations for Poverty Action (IPA) will not have any express or implied obligations or responsibilities to those who respond and will not otherwise be bound by any terms or conditions, except to the extent set forth in a definitive, final, written grant agreement duly executed by the recipient(s) and IPA. There is no commitment by IPA that such a final grant agreement will be executed, even if IPA enters into negotiations with the applicants, proposed recipient(s), or his or her institution.
2. IPA in its sole and exclusive discretion may reject any or all proposals with or without notice or reasons, withdraw this call at any time before or after delivery of proposals, or if no proposal is accepted, abandon the call.
3. IPA further reserves the right in its sole and exclusive discretion to waive irregularities or defects in any proposal, but in no event will IPA have any obligation to do so. Moreover, IPA will not be responsible for errors or omissions by anyone submitting a proposal, and IPA shall be the sole judge of the responsiveness, appropriateness and completeness of any and all proposals.
4. IPA reserves the sole and exclusive right in its discretion to modify the timeline for decision-making or otherwise modify or amend this call as it deems appropriate.
5. All responses to this call become the property of IPA. Regardless of any markings identifying the proposal or its content as proprietary or confidential, IPA reserves the right to disclose or use any information contained in the proposals and other presentations responsive to this call. The review board making funding decisions includes external academics and policymakers, who will receive a copy of the proposals.
6. IPA is not responsible for and will not reimburse any costs incurred in submitting materials or information pursuant to this call or in otherwise responding to this call, including but not limited to evaluating, responding, providing follow-up, negotiating, and otherwise complying with it.
7. Applicants agree to be bound by the terms of their proposal for at least sixty days from the date such proposals are due, and otherwise agree to negotiate in good faith any other terms for a definitive arrangement if selected by IPA to do so.
8. Applicants certify that the work product they propose to create or use if they are a grant recipient will not infringe on or violate the intellectual property rights (including but not limited to trademarks, copyrights, patents, trade secrets, moral rights) or privacy rights of any person or entity. Applicants submitting proposals, materials, or information further certify that they have or will have such ownership or use rights in such work product sufficient to allow IPA to achieve its purposes as generally provided for in this call.
9. Grant recipients agree that, if requested by IPA, they will provide additional information about any subcontractors, graduate students, research assistants, and other third parties engaged by the grant recipient to provide services. IPA reserves the right in good faith to approve any such persons in order to ensure consistency with IPA's expectations of quality and character.
10. Applicants are required to disclose to IPA all funders of their project. Depending on the co-funders, an applicant may be ineligible for funding from IPA under this call. Further information may be requested from the Peace & Recovery Program at IPA.
11. IPA reserves the right to request additional information from applicants. Applicants agree to make themselves available for follow-up as reasonably requested by IPA.

## VII. Grant Terms and Conditions

Information on which projects are eligible for funding can be found above and in our Call for Proposals. Budget requirements can similarly be found above. If an applicant is awarded funding by IPA, the grant agreement may include clauses similar to the following:

1. The Grant Recipient shall at all times comply with, and ensure that its employees, officers, contractors, subcontractors and other persons or entities involved with Partner or with the Project at all times comply with all requirements and obligations that apply pursuant to national and international laws and regulations. This shall specifically include, but not be limited to: (i) applicable data privacy law(s); (ii) any anti-bribery and anti-corruption laws and regulations that may apply; (iii) any applicable laws and regulations that prevent fraud, money laundering and financing of terrorism; and (iv) any Trade Sanctions imposed by the UN, EU or US, or any similar sanctions or restrictions.
2. In order to be eligible to receive funding, subgrantees must have the following:
  - a. Financial and accounting policies and procedures
  - b. Procurement policies and procedures
  - c. Conflict of interest policies and procedures
  - d. Errors and omissions insurance
3. Specific FCRA-related stipulations:
  - a. The Grant Recipient shall comply with, and ensure that its implementing partners involved in the Project (if any) comply with, FCRA and its relevant requirements.
  - b. The Grant Recipient shall keep IPA informed of the validity, as well as any changes in the status, of its FCRA registration and that of any key implementing partners. No payments shall be made by the Grant Recipient to any India-based entity that is subject to the FCRA, in relation to any period in which the entity's FCRA registration is not valid or not active.
  - c. The Grant Recipient shall be fully responsible for (non-)compliance with FCRA and other applicable laws, and is liable for any damages, losses, expenses and claims arising out of non-compliance by Partner or its implementing partner(s).
4. The Grant Recipient shall respect human rights and shall abide by applicable local laws, environmental legislation including multilateral environmental agreements, as well as internationally agreed core labour standards.
5. The latest subgrant end date will be May 31, 2027.
6. Grantees will acknowledge funding provided by the IKEA Foundation, awarded through the Displaced Livelihoods Initiative, in written and verbal communications about the research, including in announcements. Funding should be acknowledged with the following language in all publications:
  - a. Funding for this project was provided [in part] by the IKEA Foundation, awarded by Innovations for Poverty Action through the Innovation for Poverty Action and Abdul Latif Jameel Poverty Action Lab Displaced Livelihoods Initiative.
7. All projects will be required to collect cost-effectiveness data. Projects demonstrating positive impacts on the outcomes of interest will be required to make cost-effectiveness data publicly available, and all evaluations will be required to publish the per unit cost of programs.