IPA-PI Working Principles

Statement of Mutual Commitments

About this document

Over the first 20 years of IPA's operations, we have worked with members of our researcher network based on a virtual handshake and belief in our shared objective to carry-out meaningful research. This has worked well in the past, but as the IPA researcher network gets more diverse and new staff join IPA, we want to document the working principles that make these collaborations successful.

This statement draws on two decades of experience and the insights of the researchers and staff whom we have convened to reflect on these experiences. With this document, we can affirm our commitment to the principles and use it to induct new IPA staff, members of the research network, and to set expectations for all parties.

Guiding objectives for every collaboration between IPA and our PIs

We seek to have every project we take on achieve multiple objectives that go beyond fulfilling specific grant deliverables. The partnerships between IPA and PIs should seek to establish a healthy working relationship so they can achieve the following guiding objectives throughout the life of partnership and beyond.

1. **Scientific Advancement:** Carrying out the highest quality research possible is the central objective of IPA and our PIs. We will jointly pursue research with transparency, integrity, and honesty.
2. **Researcher and Staff Wellbeing and Development:** Collaborations between IPA and our PIs should be personally and professionally supportive. The process of carrying out great research should also be enjoyable and fulfilling and should help all the individuals carrying it develop new skills and advance in their careers.
3. **Integrity with Partners and the Populations We Aim to Serve:** IPA and our PIs have the end goal of improving policy and the lives of the poor. This starts by being great partners, co-creating studies locally, and treating study respondents with respect and care.

IPA Commitments to Working with PIs and PIs' Commitment to Working with IPA

The following table lists working principles and *examples* of how each principle might be put into practice. This can be accompanied by more detailed descriptions of the ways in which we expect to work together, including documents that may be stored on IPA's knowledge portal, documents such as the Minimum Must Do research protocols, Code of Conduct, and core values statement.

Every project is different and has its unique challenges. However, this document should capture the core principles we mutually agree upon when working together. The principles can be expanded for each individual project and should be revisited along the way. This can be done with project- or collaboration-specific expectations-setting events such as project kickoff meetings. By committing to and adhering to these working principles, IPA and PIs can have productive and fulfilling working relationships that generate high-impact research.

Domain	IPA's commitment to PIs	PIs' commitment to IPA
Project Development	- Share opportunities for partnerships and funding, as relevant, with PIs - Develop partnerships and (where appropriate) proposal and budget - Develop and approve final budget, and submit proposal to funder(s)	- Involve IPA staff as early as possible in the project development process - Keep IPA staff up to date as the project develops - Review budget to ensure it is realistic and includes contingencies for extra steps, hurdles
Research Quality	- Follow Minimum Must Do (MMD) protocols & document adherence using MyRA - Conduct quality control on all aspects of IPA's work, including training and supervision of staff - Provide data quality reports both for real-time monitoring during fieldwork and summative evaluation of data quality for reporting	- Follow Minimum Must-Do protocols - Ensure there is enough calendar time and staff time in the project plan to fully implement MMDs - Avoid late, unplanned changes in scope, such as last-minute changes to surveys - Adhere to IPA data protection standards
Grants and Financial Management	- Provide timely financial status information where appropriate - Process grant agreements and amendments and send reports in a timely manner - Exercise costs discipline without sacrificing quality or compliance - Comply with donor requirements	- Adhere to donor-approved scope of work and comply with donor requirements including intellectual property language for multi-donor-funded projects - If changes in scope of work necessary, discuss budget implications with IPA and collaborate on solutions and fundraising as appropriate - Submit donor deliverables on time to IPA and keep IPA informed of possible anticipated delays well before deadlines pass
Staff Management and Relationships	- Manage cycle of employment for professional research staff - Address underperformance, lapses, or gaps in training - Buffer the effects of staff turnover - Incorporate PI feedback in HR decisions affecting staff - Promote IPA values in all relationships with staff, PIs, and partners	- Treat IPA staff like professionals, respect work-life balance, applies to PIs' own staff working with IPA as well - Provide feedback on staff performance in a timely and respectful manner - Support IPA staff skills acquisition and career development and give appropriate attribution to IPA staff contributions, including co-authorship where appropriate - Support IPA's role as the employer by providing feedback on staff to relevant managers and other inputs needed for IPA management to make hiring and promotion decisions
Ethics and Compliance	- Follow, share, and model IPA's Code of Conduct and workplace policies - Follow all local laws and regulations in areas where we work, including IRB protections for human subjects - Alert PIs to adverse events as soon as possible	- Embrace IPA's core values - Follow IPA's Code of Conduct and workplace policies - Follow all local laws and regulations in areas where we work, including IRB protections for human subjects and data protection laws
Engagement with Implementers and Policy Partners	- Represent research needs, constraints, and timelines to the implementing partner - Work with PIs to bring the greatest visibility and impact of our joint work - Give PIs time to review and approve policy documents and other works derived from their research for accuracy and attribution - Follow agreed-upon protocols for managing researcher-implementer relationship	- Be responsive to partners' interests and needs, including timely release of findings - Support dissemination and translation to policymakers - Publicly and fairly acknowledge IPA's contributions to research - Follow agreed-upon protocols for managing researcher-implementer relationship