

INNOVATIONS FOR POVERTY ACTION PEACE AND RECOVERY PROGRAM

Proposal Instructions, COVID-19 Off-cycle Funding



Overview

IPA's Peace and Recovery (P&R) program has launched a call for off-cycle proposals to support the COVID-19 response. Those interested in applying are asked to first read the P&R Program's [Guiding Principles and Funding Priorities](#). Please keep in mind that applicants are encouraged to submit an Expression of Interest [here](#) before investing time in preparing a proposal.

Proposals will be reviewed on a rolling basis. We have two priorities for our COVID-19 off-cycle funding. To the degree possible, successful proposals will address both.

1. To produce information that can directly inform the humanitarian response to COVID-19
2. To produce generalizable knowledge that contributes academic literature on resilience, response, and recovery, in line with the goals and methods outlined in our [Guiding Principles and Funding Priorities](#)

Please reach out to peace@poverty-action.org with any questions.

Instructions

All proposals consist of a (i) cover sheet and narrative; (ii) budget form; and (iii) letters of support. Please submit all materials through our online portal, [here](#) by the deadlines above.

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

Please note that all evaluations are required to submit power calculations. Please provide all the needed information and assumptions to replicate them. This could take the form of a commented Stata log file, an explanation of the inputs used in Optimal Design, or similar.

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

Please keep the following in mind when developing your budget:

1. Awards are normally paid on a cost-reimbursable basis.
2. Universities in high-income countries (generally defined as the U.S., Canada, Western Europe, Japan, Korea, Singapore, Australia and New Zealand, Israel, and wealthy Middle Eastern countries) can charge up to 10% in indirect costs, applied to total direct costs.
3. Non-university non-profits from any location and universities from mid- or low-income countries may charge up to 15% in indirect costs, applied to total direct costs.
4. Proposals must 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 the budget narrative.
5. Any computer/equipment 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.
6. Unallowable costs include those labeled as "incidental," "miscellaneous," or "contingency." Any costs for rent should be explained in the budget narrative.
7. The P&R Program is unable to cover program or intervention implementation costs, except in rare circumstances.

8. For full studies, we will be requesting the collection of implementation cost data. Researchers are encouraged to budget for this.
9. The Program strongly discourages requesting funding for the salary or time of researchers from institutions in developed countries. Funding under the study budget for the salaries and/or time of researchers from institutions in developing countries will be considered on a case-by-case basis by the selection committee.
10. While we ask for the project's total budget, we do not require this to include researchers' salaries.
11. It is your responsibility that your budget follows your host institution's policies for costs. As part of your proposal, you must submit a letter from the institution to receive the award that states that they have reviewed your proposal and accepted your budget. If the organization allows you to submit your proposal without such a letter (due to time constraints or some other reason), please note this on the proposal cover sheet (under the "Institution to receive grant funds" field). Please note that this applies to all projects, including those going through J-PAL and IPA offices. You should contact them in advance to make sure you are aware of their policies for proposal review and give them enough time to meet the proposal deadline.
12. Please note that the research implementing organization must be able to comply with DFID's contracting and spending guidelines.

Letters of Support

Please provide the following letters of support:

1. Full projects are required to provide a letter of support from the implementing partners. Applicants for pilot funding are encouraged to submit letters of support, if available.
2. Full projects 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, or another institution).
3. If available, applicants should also include letters of support from potential scale-up partners.

Submission Instructions

Please submit the following through our online portal at:

<https://innovationsforpovertyaction.formstack.com/forms/covid>

1. Cover sheet and narrative saved as a single .docx file titled [PI last name]_[Proposal title].docx.
2. Separate budget form saved as a single .xlsx file titled [PI last name]_budget.xlsx
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

Process

We will be in touch with all applicants once funding determinations are made. If your proposal is awarded funding, the funds will be internally assigned to the IPA country office, if you will be working with an IPA country office, or provided under an award from IPA to the research implementing institution.

Please note that funded projects will be required to comply with the grant terms outlined in this document. For rapid COVID-19 off-cycle funding, we are unable to negotiate grant terms.

Institutional Review Board (IRB) approval is required for all studies. This approval may come from your host institution's IRB or from IPA's own IRB. If you are planning on using IPA's IRB, please make sure to budget \$2,000 for this process [per IPA IRB's protocols](#).

Evaluation Criteria

Proposals will be assessed against five equally weighted evaluation criteria.

Academic contribution	Does the study make a significant contribution toward advancing knowledge in the field? Does it answer new questions or introduce novel methods, measures, or interventions? Is there academic relevance? How does the study compare with the existing body of research? Does the research strategy provide a bridge between a practical experiment and underlying economic theories?
Policy relevance	Does the study address the priority questions outlined in the P&R Guiding Principles and Funding Priorities document? Will results from the intervention have generalizable implications? How, if at all, will the “lessons learned” have relevance beyond this test case? Is there demand from policymakers for more/better information to influence their decisions in this area? Is there potential for the implementing partner to scale up this intervention?
Technical design	Does the research design appropriately answer the questions outlined in the proposal? Are there threats that could compromise the validity of results? If so, does the proposal sufficiently address those threats? What changes could the researchers make to improve the design? For full study proposals, are there sufficiently detailed power calculations?
Project viability	Is the relationship with the implementing partner strong and likely to endure through the entire study? What is the credibility and policy influence of the implementing partner? Are there any other logistical or political obstacles that might threaten the completion of the study, for example, government authorization or Human Subjects review? For pilots, do researchers describe how piloting activities would inform a full-scale randomized evaluation? Does the research team have a track record of implementing successful projects similar to the one being proposed?
Value of research	Is the cost of the study commensurate with the value of expected contributions to science and policy? Does the study leverage funding from other sources?

General Terms and Conditions

1. This Call for Expressions of Interest (“EOI”) is not and shall not be construed to be a contract, offer, or request for an offer. Those responding to this EOI 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 agreement duly executed by the recipient(s) and IPA. There is no commitment by IPA that such a final agreement will be executed, even if IPA enters into negotiations with a person submitting a proposal(s), proposed recipient(s), or his or her institution.
2. Innovations for Poverty Action in its sole and exclusive discretion may reject any or all proposals with or without notice or reasons, withdraw this EOI at any time before or after delivery of proposals, or if no proposal is accepted, abandon the EOI.
3. Innovations for Poverty Action 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. Innovations for Poverty Action reserves the sole and exclusive right in its discretion to modify the timeline for decision-making or otherwise modify or amend this EOI as it deems appropriate.
5. All responses to this EOI 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 EOI.
6. Innovations for Poverty Action is not responsible for and will not reimburse any costs incurred in submitting materials or information pursuant to this EOI or in otherwise responding to this EOI, including but not limited to evaluating, responding, providing follow-up, negotiating, and otherwise complying with it.
7. Those submitting a proposal(s) agree to be bound by the terms of their proposal for at least sixty days from the date such proposals are due, and they otherwise agree to negotiate in good faith any other terms for a definitive arrangement if selected by IPA to do so.
8. Those submitting a proposal(s) 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. Those 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 EOI.
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. Innovations for Poverty Action reserves the right to request additional information from any or all persons submitting proposals. Such persons agree to make themselves available for follow-up as reasonably requested by IPA.

Grant Terms and Conditions

Information on which projects are eligible for funding under each award can be found in our [Guiding Principles and Funding Priorities](#). If an applicant is awarded funding by IPA, the grant agreement may include clauses similar to the following:

1. The Grant Recipient shall ensure that none of the funds or assets provided under a grant agreement are made available or used to provide support to individuals, groups or entities associated with terrorism including those named on the lists the subrecipient checks as part of its standard Export practices. Applicant and its subcontractors may be contractually required to check anti-terrorism lists including, but not limited to:
 - a. HM Treasury's Office of Financial Sanctions Implementation – Financial sanctions: consolidated list of targets
 - b. UK Home Office – Proscribed terrorist groups or organizations
 - c. European Union – Consolidated list of sanctions
 - d. United Nations – United Nations Security Council Sanctions List
 - e. World Bank – World Bank Listing of Ineligible Firms & Individuals
2. The Grant Recipient shall ensure that: (i) it is not on an SDN List (defined below), nor is it directly or indirectly owned or controlled by an SDN (defined below); and (ii) the purchase and sale of the property and/or services, and the consummation of any other transaction contemplated by an agreement, will not violate any country sanctions program administered and enforced by the Office of Foreign Assets Control (OFAC) of the U.S. Department of the Treasury. For the purposes hereof, an SDN List is defined as one of the lists published by OFAC of individuals and companies owned or controlled by, or acting for or on behalf of, OFAC targeted countries, as well as individuals, groups, and entities, such as terrorists and narcotics traffickers, designated under OFAC programs that are not country-specific, and an SDN is one of the individuals or companies listed on an SDN List.
3. The Grant Recipient shall, upon request, provide IPA with its process for complying with all anti-terrorism requirements and periodic samples demonstrating such compliance.
4. The Grant Recipient shall not cause IPA or its prime sponsors to violate economic or financial sanctions, export controls, or trade embargoes imposed by the U.S. government.
5. The Grant Recipient shall acknowledge and confirm that it conforms to the U.S. Foreign Corrupt Practices Act and the UK Bribery Act.
6. The Grant Recipient must develop and maintain an up to date risk register that, as a minimum, enables individual risks to be clearly identified, an assessment of their likelihood and impact, and how they will be dealt with and escalated and who is responsible for monitoring and reporting them.
7. No equipment is authorized to be purchased without prior notification and subsequent approval. Items costing equal or more than GBP£500, including the purchase of netbooks, must be tracked, reported and inventoried for the life of the award. The final disposition of these items will be determined at the conclusion of the award.
8. The Grant Recipient shall allow IPA and its prime sponsors or their representatives to conduct evaluations and audits of the Project, which may involve visits to observe, review and discuss the operations and other materials connected to the Project.

9. IPA shall jointly own all work product, including but not limited to all data, reports, information or other materials, and any intellectual property rights therein, created or delivered by the Grant Recipient under the grant agreement. The terms of the grant agreement shall not affect the ownership of any data, materials or intellectual property rights that pre-exist the effective date of or were developed outside of the grant agreement.
10. IPA reserves the right to use work produced under this grant for academic or professional purposes, including in publications.
 - a. The Grant Recipient agrees to provide documentation on data collection and analysis, including:
 - i. Sharing data collection instruments and methodologies with IPA and other grantees
 - ii. Publishing collected data online no later than 18 months after completion of field collection of data
11. IPA considers it important to collect cost data in order to facilitate cost-benefit analysis for projects evaluating an intervention. Recipients of program evaluation grants will be required to provide information on the costs of those programs.
12. The Grant Recipient must agree to comply with relevant branding requirements from IPA's prime donors, as detailed in the grant agreement.
13. The Grant Recipient must provide regular financial and narrative reporting to IPA, as per a timeline and using templates provided in the grant agreement.

This list is not exhaustive. The Grant Recipient may be required in the grant agreement to comply with other requirements from IPA and IPA's prime donors.