G²LM|LIC

Gender, Growth, and Labour Markets in Low Income Countries Programme

Instructions for Applicants

Phase V

Call for Proposals

I Z A Institute
of Labor Economics
Initiated by Deutsche Post Foundation

UKaid
from the British people

Contents

Introduction

This document is intended as an introduction to the application procedure for G²LM|LIC calls, as well as a source of guidance. It explains the entire process of applying for funding under G²LM|LIC, including the correct method of filling out required forms and documentation, creating an online application and submitting. Please read through this document carefully as it contains information that may be vital for successful application.

1. Information

The Forschungsinstitut zur Zukunft der Arbeit GmbH (IZA – Institute of Labor Economics) and the United Kingdom Government Department for International Development (DFID) are joined in the IZA/DFID Gender, Growth and Labour Markets in Low Income Countries Programme (G²LM|LIC, the program). The programme is hosted by IZA, as is the G²LM|LIC website under https://g2lm-lic.iza.org.

The website provides regular updates and information in connection with G²LM|LIC. Interested parties may find detailed information about the program, its governance structure, events, publications and upcoming funding opportunities.

The call for phase V as well as accompanying documents are available on the G²LM|LIC website. Applicants are encouraged to check the website regularly as additional information or documents may be made available on the website before the call deadline.

Interested parties may choose to apply for a large-scale research grant or a smaller grant. In phase V, IZA expects to fund around 10 large projects with a total budget of about 3 million euros and 3-6 small grants. Small grants are limited to a value of 30,000 Euros or less, while the minimum value of large-scale grants is expected to be around 100,000 Euros.

2. Requirements

The following documents should be read carefully at this point to identify the scientific and administrative requirements:

- Phase V Specifications
- Instructions for applicants
- List of LICs

The following forms and template will need to be filled out and submitted in order to complete the application process:

- Applicant Statement
- Budget Template
- Proposal Template
- Summary Template

The Applicant Statement and Budget Template are PDF-forms that should not be altered in any way other than filling out the available form fields. The Proposal and Summary Templates are Microsoft Word documents and should be used when preparing a proposal and summary. All forms and templates are available on the program homepage and via the application portal.

A proof of commercial registration/legal existence, balance sheets or excerpts from balance sheets and profit and loss accounts of the last two closed financial years are voluntary during the application process. These do not need to be submitted in order to complete the proposal. However, these documents may be requested by IZA during the selection stage and will need to be delivered within 14 days of the request. Applicants may choose to upload these documents during application.

3. Partners

Institutions may apply alone or in cooperation with one or more partners. In case of a cooperation between several institutions, one institution should take the role of the lead institution. This lead institution will be the institution completing the required documents and submitting them via the online portal. The lead institution will be the sole contact point for IZA and will be responsible for the successful delivery of the entire project of the proposal is chosen to receive funding.

4. Grant Agreement

Successful institutions will be required to sign a grant agreement with IZA. A sample version of this grant agreement is available via the G²LM|LIC website.

The G²LM|LIC grant agreement is a fixed standard agreement that cannot be altered and is not open to negotiation. Should an institution for any reason be unable or unwilling to sign the standard grant agreement, it will not be able to receive funding. For this reason it is highly recommended that applicant institution familiarize themselves with the grant agreement before submitting a proposal.

Institutions applying for small grants will need to sign the same grant agreement. However, for small grants externally certified financial statements will not be a required deliverable and a simplified internal cost breakdown will be sufficient.

5. Applicant Statement

The Applicant Statement form should be completed by single institution applicants and consortium leaders. The following information should be provided:

- Application number: This is the application number provided by the EAP after a new application has been created. It is a four or five digit identifier in the following format 5-1234.

- Applicant Institution: The full legal name of the institution applying for funding.

- Application Title

- Address of the applicant institution: The full legal address of the institution including any additional information that may be required to deliver mail to the institution.

- Legal Representative Name/Title: The legal representative is the person legally authorized to sign on behalf of the institution.

- Contact Person Name/ Email: The contact person is the person within the institution who will handle the administration of the application. This person will be the sole point of contact for the G²LM|LIC administration.

- Alternative Contact Person Name/Email: An alternative contact person, who can be contacted in case the main contact cannot be reached.

- P.I. Name/Email: The Principal Investigator (P.I.) is the scientific leader of the application. This person will be the point of contact for all scientific issues.

- Partners: If applicable any partner institutions should be listed here.

The second page of the Applicant Statement form is a statement of honor, in which the institution declares that it is not in any of the situations listed in the form.

The Applicant Statement should be filled out electronically, printed (ideally double-sided on one sheet of paper), signed and uploaded to the EAP as scan. The original should be kept on file as IZA may at any time request original documents.

6. Completing the Project Proposal

Applicants are required to use the project proposal template provided.

Applicants should not add own title pages or cover letters to the proposal. The first page of the template should be the first page of the completed proposal.

Applications need to be valid until April 30th 2020. Applicants should ensure that all experts and other resources required will be available, as funding decisions may be reversed if it becomes clear at the time of contracting that the institution will not be able to deliver the work as proposed.

The sections should be completed as follows:

6.1 Section A

Please fill in the general identifying information requested in section A.1 to A.6. Note that information given under section A.2 may be separately shared for review or published by IZA after selection. For A.4 please use the application number generated by the online portal.

6.2 Section B

In section B.1 please list <u>all</u> researchers who will participate in the proposed project with name, title, institution and short bio. The Principal Investigator should be named first, followed by the senior experts and the junior experts. Scientific and administrative support staff, interns or student helpers do not need to be named in this section.

Section B.2 is only relevant for resubmissions. Resubmissions of proposals already submitted under an earlier G²LM|LIC call will only be considered if the resubmission has been invited by G²LM|LIC authorities. If a resubmission has been agreed with G²LM|LIC, please summarize the resubmission's major differences from the original submission.

6.3 Section C

Section C.1 should cover any additional sources of funding for the proposed project which you are currently seeking or have already obtained. This includes funding for any research the project builds on, in which case the applicant must also describe the added value of the G²LM|LIC funding applied for. Please also state the amounts of funding from other sources.

Please give an overview of the staff (other than the team of researchers) who will participate in this project in section C.2., including their role on the project.

In section C.3 please give an overview of the timetable for the proposed project. Instead of using specific dates, specify the total project duration and any milestones in months (e.g. "first survey at the end of month 6"). Please also state the envisioned starting date for the proposed project. Note that all research must be completed before the end of December 2022.

6.4 Section D

The full research proposal should be included in section D. The research proposal in this section should not exceed a length of 8 pages A4 and should include at least an introduction motivating the proposed project; description of the research questions; research design; and expected output.

6.5 Section E

In section E.1 please identify the beneficiaries and target audiences, provide an analysis of the demand for research outputs and describe the strategy and methods for the engagement of policy makers and other stakeholders throughout all phases of the project. Explain the monitoring and evaluation of impact plan activities. Section E.1 should not exceed a length of 2 pages of A4.

Section E.2 should describe any capacity building activities included in the project. Explain how researchers and institutions based in low-income countries will be included in the project. How will the project increase research capacity in low-income countries? This should be no longer than one full page of A4.

6.6 Section F

Applicants should include a discussion about human subjects' protection including reference to ethics review boards that will be used to evaluate and certify proposed research if applicable.

6.7 Section G

Institutions should provide an overview of their data protection mechanisms and specifically steps taken to protect any sensitive (personal) data. In addition a data sharing plan with a timetable for open access release of research data.

6.8 Section H

Finally, in the last section, please attach CVs of all researchers including a list of relevant publications. CVs should not exceed 4 pages of A4 each and should be in English. Begin with the Principal Investigator.

7. Completing the Budget

Applicants are required to use the budget template provided.

Applicants who encounter problems using the budget template can contact the G²LM|LIC administration (admin.glm-lic@iza.org).

The same budget template should be used both for small and large grant applications. Any sections which are not applicable can be left blank.

On the front page, please enter your application number in the top, left-hand corner as provided by the EAP. This application number should be four or five digit identifier separated by a hyphen. Please also provide the title of your project. The rest of the front page will be calculated and filled in automatically as the following pages are completed. Once the budget is completed it is advisable to check that all values on the first page are correct.

The subsections should be completed as follows:

7.1 Section A.1

Applicants should provide details of personnel costs in section A.1. Experts should be included with their name and separated into senior experts and other experts. For each expert please specify the daily rate in Euros and the number of days that the expert is expected to participate in the project.

Members of the scientific staff who will participate but do not form part of the core research team can be included under the heading 'Scientific Staff'. This should be accompanied by the average daily rate for scientific staff and the total number of working days which are to be provided by scientific staff.

The same procedure should be applied to management staff (i.e. project officer, assistants, account-ants, etc.) and support staff (such as research assistants).

- **Senior Experts:** Researchers and scientists with extensive experience/knowledge and high standing in the scientific community.
- **Experts:** Other experienced Researchers.
- **Scientific Staff:** Employees who provide scientific input but do not fit the above categories. This includes doctoral students.
- **Management Staff:** Employees providing management services to the applicant and/or han-dling the implementation of projects, accounting, event organization or providing similar ser-vices.
- **Support Staff:** Any staff members that participate in service provision but do not fit under the above categories. This can include research assistants, etc.

Please provide a short justification and clarification for cost items in the space provided on the form.

The totals of the five sub-sections will be calculated automatically and will appear in the appropriate section on the front page.

Please note that the numbering included in the budget template is not intended as ranking staff by salary, skill, importance, education or other factors but is merely for internal reference.

7.2 Section A.2

Cost for external suppliers should be listed in section A.2 of the budget template. This should cover any expenses for third party service providers. Please note that external experts should not be listed in this section but should rather be included in section A.1.

As there is no specification on which external services are eligible for funding, applicants may fill out this section freely. The G²LM|LIC selection bodies will determine whether these costs are acceptable and can receive funding.

7.3 Section A.3

Section A.3 is intended for travel expenses. Applicants should specify any travel costs they expect to incur for the proposed project. Note that only travel costs that are directly caused by the activities of the project can receive funding. Costs for promotional trips or other unrelated travels cannot receive funding.

Plane travel should be given in number of flights and estimated cost per flight – sorted into the categories national, international and intercontinental flights. Train trips should be included here (use average costs per flight/train trip if necessary). Please note that G²LM|LIC only funds economy class flights and 2nd class train travel. Prices should take regional price differences into account.

Travel by car should be an exception and should only be done when travel by plane or train is not possible or feasible. In this case the costs should ideally be specified as cost per kilometer. Note that funding is limited to expenses for fuel and parking.

Accommodation costs and subsistence costs may be specified as cost per day.

7.4 Section A.4

Any costs incurred for the collection of data should be included in section A.4. This can include the collection of data as well as any other method of data acquisition, data management, safe storage, and secure handling.

Data costs should only be included if the collection of data is part of the proposed project or if the data has to be obtained from third parties specifically for the project. G²LM|LIC will not provide funding for data which has already been collected for another purpose.

This section may also include costs for the acquisition of books, articles and other scientific resources which are acquired specifically for the project.

As in the remaining sections A.5, A.6 and A.7, the item description for A.4 will need to be added by the applicant in addition to the price per unit and number of units

7.5 Section A.5

Section A.5 is reserved for costs of documentation. This may include posters for workshops, handouts, invitations for interviews, questionnaires, software, and other non-scientific resources. It may also include publications.

7.6   Section A.6

Workshop and event costs should be specified here. Applicants are strongly encouraged to organize research uptake and capacity building activities such as workshops. Expenses for such activities may receive funding under G²LM|LIC.

Applicants are free to use the space provided in this section as they see fit. Related expenses that are eligible for funding include expenses for venues, speakers, reasonable catering, and – in exceptional cases and where applicants can show the necessity - travel and accommodation.

7.7   Section A.7

Any expenses that do not find any of the above categories and do not constitute indirect costs can be included in section A.7. There is no limit to what applicants may include here. The G²LM|LIC selection bodies will then decide whether these cost are considered eligible.

7.8   Section B

This section is reserved for indirect costs. This includes any expenses for rent, facility management, electricity, printing, office supplies, etc. and should not exceed 20% of the total project value. Funding requested for indirect costs should be proportionate to the relation of the project value to the value of all projects of the applicant institution.

Example 1: Fees & direct cost   90.000
           Indirect Cost   17.000
           Indirect cost percentage = 15.9% (17.000 of 107.000)
           Within Limit

Example 2: Fees & direct cost   90.000
           Indirect Cost   25.000
           Indirect cost percentage = 21.7% (25.000 of 115.000)
           Limit exceeded

Applicants are asked to calculate the indirect cost on a monthly basis. Thus the number of units cannot exceed the total number of months of project duration.

8. Proof of Commercial Registration/Legal Existence, Balance Sheets and Profit & Loss Accounts

Funding under G²LM|LIC is only available to institutions and organizations. Natural persons cannot receive funding. Applicants will need to show that they are (hosted by) a registered company or other organization.

This should be done by providing an excerpt from the commercial register or any other document that can serve as proof of legal existence.

Preferably the proof provided shows the name of the organization, the organization's legal address, the legal status, the legal representative. This document should be provided as a scan (please ensure that it is easily legible) and is the only document that may be submitted in a language other than English. Where this document is not written in the English language, please attach a working translation directly to the document.

In addition successful applicants will need to provide excerpts from balance sheets and profit and loss accounts for the last two closed financial years.

9. Electronic Applicant Portal

All applicants need to register for the online Electronic Application Portal (EAP) which can be found at https://eap.iza.org/g2lm-lic.

The EAP allows the creation of a new application, which applicants can then complete and submit online. Applicants should upload all documents and materials required to the EAP in the appropriate section. The following subsections will guide applicants through the steps required to complete a proposal online.

9.1 Registering for EAP

To register for the EAP, please visit https://eap.iza.org/g2lm-lic and click on new registration. An organization that has already registered on the EAP for an earlier proposal will not need to register again.

Applicants will then need to enter their log-in details. Please make sure that you remember your username, password and email address for future uses. Click on "Save" when done. You will then receive a confirmation email containing a link. By clicking on the link you complete your registration. Both the password and institutional information can be changed later by clicking on [Change Password] or [Edit Institution Info] in the top right corner of the home screen.

9.2   The Home Screen

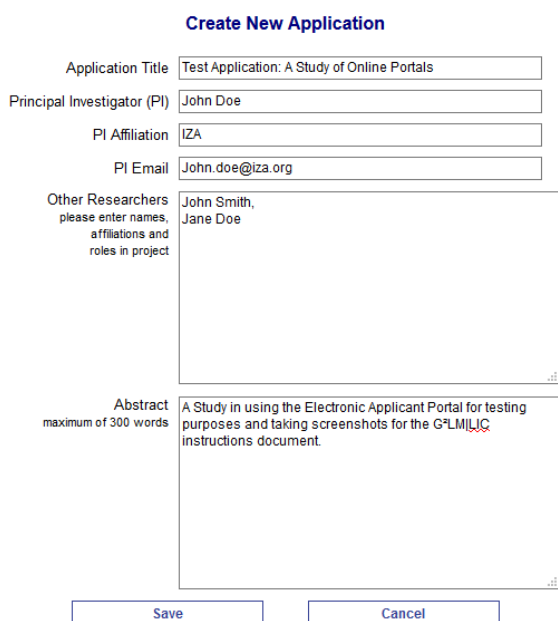The home screen of the EAP will look similar to this:

In the top right corner applicants can view the account they are logged in with. By using the appropriate links, applicants can change their password or edit their organizational information. Please make sure that you enter the correct name of your institution under organizational information, as this will be used to identify your institution.

The center box contains a list of your open and active applications. Applicants who have just registered will find it empty and will need to create a new application by clicking on [Create New Application]

Next to the title of active applications the Project ID ("1-462" in the above example) can be seen. It is highly recommended to note down the Project ID as that will be required for filling out several of the G²LM|LIC forms as well as future communications with the G²LM|LIC administration. Some forms may ask for an "application number" which is the same as the project ID generated by the online portal.

9.3   Creating a new application

Applicants can create one or more applications by clicking on [Create New Application] next to either the large or small grants which will cause the following screen to open:

Create New Application

Application Title	Test Application: A Study of Online Portals
Principal Investigator (PI)	John Doe
PI Affiliation	IZA
PI Email	John.doe@iza.org
Other Researchers please enter names, affiliations and roles in project	John Smith, Jane Doe
Abstract maximum of 300 words	A Study in using the Electronic Applicant Portal for testing purposes and taking screenshots for the G²LM|LIC instructions document.

[Save]   [Cancel]

It is very important to choose the correct type of application by clicking the button next to either the large scale or small scale grants, as this cannot be changed later.
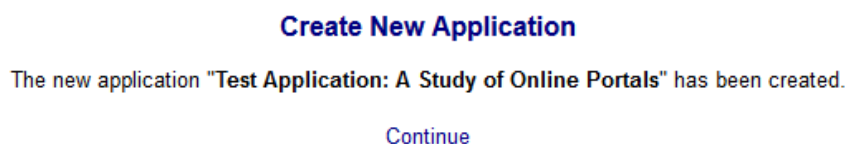
The title entered into the EAP should match the title used throughout the application in all required documents.

The principal investigator should be the leading researcher for the project; also enter her/his affiliation (i.e. home institution) and email address. If there is only one researcher involved, this researcher is automatically the PI.

This should be followed by a list of the other researchers in the team and a short abstract of the proposed project.

Clicking on [Cancel] will return the view to the home screen without saving, clicking on [Save] will create the proposal and save the changes.

Upon completion a confirmation screen should be shown:

Create New Application

The new application "**Test Application: A Study of Online Portals**" has been created.

Continue

All the information entered when creating an application can be changed at a later point, with the exception of the type of grant (large/small) which is targeted by the application.

9.4   Application Screen

After having filled out the form shown above in section 8.4, the home screen should now display the newly created application.

The project ID is followed by the application title and the status of the application (which should read open unless the application has already been submitted).

Clicking on the title will open up that application's application screen:

Test Application: A Study of Online Portals

Project ID: 1-462

Deadline: 2019 November 11 23:59 CEST

[Edit application title, team, and abstract]

There are **missing mandatory documents** to submit the application.

Document	Last Update	File	
* **Applicant Statement** Signed applicant statement form			Upload
* **Project Proposal** Completed proposal template			Upload
* **Detailed Budget** Completed budget template			Upload
* **Project Summary** Completed summary statement			Upload
Proof of Registration Voluntary - will be required within 14 days of selection			Upload
Balance Sheets Voluntary - will be required within 14 days of selection			Upload
Profit and Loss Accounts Voluntary - will be required within 14 days of selection			Upload

* mandatory document

Back

Clicking on <u>Edit application title, team and abstract</u> allows the user to change information that was entered when creating the application. And clicking on [Back] will return the user to the home screen.

To complete the application the required documents need to be completed and uploaded to the online portal. An application cannot be submitted unless all mandatory documents (shown in red) have been uploaded. Non-mandatory documents can be uploaded at this point as well, but will not be required to complete the application.

9.5   Uploading Documents

All documents required for G²LM|LIC applications need to be uploaded and submitted online.

There are several documents required from all applicants:

- Applicant Statement Form

- Project Proposal

- Detailed Budget

- Project Summary

In addition, the following set of documents may be provided on a voluntary basis during the application stage:
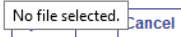
- Proof of Registration / legal existence

- Balance sheets from the last two closed financial years

- Profit and loss accounts from the last two closed financial years

These are not required at the application stage but will be requested once a funding decision has been made. It may be advisable to provide them with the application or have them ready as the time allocated for delivery of these documents may be quite short once IZA requests them.

Templates and forms are available on the G²LM|LIC website and by clicking on the relevant document name in the application screen.

To complete the application the required documents need to be completed and uploaded to the online portal. An application cannot be submitted unless all mandatory documents (shown in red) have been uploaded. Non-mandatory documents can be uploaded at this point as well, but will not be required to complete the application.

To upload a document click on the [Upload] button next to the appropriate document description. This will allow the user to select a document for upload:

Document	Last Update	File		
* **Applicant Statement** Signed applicant statement form			Browse... No file selected.	
			No file selected. Cancel	

By clicking on [Upload] the selected document will be uploaded to the portal. The section for this document should now display the uploaded documents title as well as an upload date and the document name should now be shown in green text:

Document	Last Update	File	
* **Applicant Statement** Signed applicant statement form	2019-07-29	1-462-1-Test Document for Test Applications on the EAP.docx	Upload

The uploaded document can be exchanged for a new document simply by repeating the upload procedure for this document.

File types of uploaded documents should be limited to PDF files and Microsoft Word documents.

This procedure should be repeated for all the required documents.

9.6   Submitting the Application

Once all required documents have been uploaded, a submission button will appear at the top of the application page and the application can be submitted:

Test Application: A Study of Online Portals

Project ID: 1-462

Deadline: 2019 November 11 23:59 CEST

[Edit application title, team, and abstract]

Submit Application

Your file has been uploaded successfully.

Document	Last Update	File	
* **Applicant Statement** Signed applicant statement form	2019-07-29	1-462-1-Test Document for Test Applications on the EAP.pdf	Upload
* **Project Proposal** Completed proposal template	2019-07-29	1-462-6-Test Document for Test Applications on the EAP.docx	Upload
* **Detailed Budget** Completed budget template	2019-07-29	1-462-7-Test Document for Test Applications on the EAP.pdf	Upload
* **Project Summary** Completed summary statement	2019-07-29	1-462-8-Test Document for Test Applications on the EAP.docx	Upload
Proof of Registration Voluntary - will be required within 14 days of selection			Upload
Balance Sheets Voluntary - will be required within 14 days of selection	2019-07-29	1-462-4-Test Document for Test Applications on the EAP.pdf	Upload
Profit and Loss Accounts Voluntary - will be required within 14 days of selection			Upload

To complete the application process the full application has to be submitted by clicking on the submit button. **Only applications which have been fully submitted can be considered so applicants should take care not to omit this last step**.

Once an application has been submitted it should be marked as submitted on the home screen and an email receipt should have been sent to the email address specified.

Once submitted, the application can no longer be changed. However it is possible to reopen the application to exchange documents or information. **Note that a reopened application will not count as submitted and needs to be finalized again by clicking the submit button before the call deadline**.

9.7   Submission Timeframe

Please be aware that experience shows high load for the EAP during the last days before the deadline. To avoid complications, applicants should try to complete applications a little before the deadline.