



G²LM|LIC

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

Instructions for Applicants (Small Grants)

Phase VI

Call for Proposals

I Z A Institute
of Labor Economics

Initiated by Deutsche Post Foundation



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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 Foreign, Commonwealth and Development Office (FCDO) are joined in the IZA/FCDO Gender, Growth and Labour Markets in Low Income Countries Programme (G²LM|LIC, the programme). 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 programme, its governance structure, events, publications and upcoming funding opportunities.

The call for phase VI 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. Small grants are limited to a value of 25,000 Euros or less. Large grants have a minimum value of 100,000 Euros, up to a value of approximately 400,000 Euros.

2. Requirements

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

- Phase VI 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
- Proposal Template
- Summary Template

The Applicant Statement is a PDF-form 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 programme homepage and via the application portal.

3. Partners

Applicants for small grants may apply alone or with a team. In case of a cooperation between several researchers, one researcher should take the role of the principal investigator (PI). The PI will be completing the required documents and submitting them via the online portal. The PI 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 applicants 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 a researcher for any reason be unable or unwilling to sign the standard grant agreement, he or she will not be able to receive funding. For this reason, applicants should familiarize themselves with the grant agreement at the application stage. Contracts need to be signed shortly after outcome notification.

5. Applicant Statement

The Applicant Statement form should be completed by the individual applying. 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 6-XXXX.
- Applicant: The full legal name of the individual applying for funding.
- Application Title

- Home Address of the applicant: The full legal address of the applicant including any additional information that may be required to deliver mail to the applicant.
- Applicant Personal Identification Document Type: Document type such as passport, national ID card etc.
- Applicant Personal ID number: The ID number corresponding to the above-mentioned document.
- Applicant Email Address: Email address of the applicant (i.e., work email or private email). This person will be the sole point of contact for the G²LM|LIC administration.
- Applicant Alternative Email Address: An alternative email address of the applicant, such as another work or private email address. In case the applicant has, e.g., an assistant, one can also include this email address here as an alternative contact person, who can be contacted in case the main contact cannot be reached.
- Other Experts involved in the Application: If applicable any partner experts and their affiliations should be listed here.

The second page of the Applicant Statement form is a statement of honor, in which the applicant declares that the applicant 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 November 2023. 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 applicant 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 all researchers who will participate in the proposed project with name, title, institution and short bio. The Principal Investigator should be named first, followed by other investigators. 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 September 2026.

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**

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

6.8 **Section H**

In section H, 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.

6.9 **Section I**

Finally, in the last section, please fill out the budget table as follows.

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

Any sections which are not applicable can be left blank.

Applicants should provide details of personnel costs in the first panel of the table "Personnel expenses". Investigators should be included with their name. For each investigator please specify the daily rate in Euros and the number of days that the investigator is expected to participate in the project. The same procedure should be applied to support staff (any staff members that participate in service provision but do not fit under the above category. This can include research assistants, etc.).

The second panel in the table ("Travel and subsistence") 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.

Any costs incurred for the collection of data should be included in the third panel of the table “Data”. 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.

The item description for any data costs will need to be added by the applicant in addition to the price per unit and number of units.

Any expenses that do not fit into any of the above categories can be included in the last panel of the table “Other expenses”. There is no limit to what applicants may include here. The G²LM|LIC selection bodies will then decide whether these costs are considered eligible.

Please include the total budget at the bottom right of the table.

7. 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.

7.1 Registering for EAP

Username / Email:
Password:

Please note that for accounts created before November 15th, 2022 the old username remains the valid login. Newer accounts please use the registered email address.

[Lost password?](#)

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.

Main Institution Contact The main institution contact person is the main point of contact to the G²LM|LIC Program for all applications and projects of the institution.

Contact Person Name:

Email (used to log-in):

Password:

Repeat Password:

Telephone:

Institution:

Institution Type:

Address:

Website:

Applicants will then need to enter their log-in details. Please make sure that you remember your 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. The institutional information can be changed later by clicking on [\[Edit Institution Info\]](#) in the top right corner of the home screen.

7.2 The Home Screen

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



Logged in as: g2lm-contact@iza.org
G2LM Contact (IZA)
[\[Edit Institution Info\]](#)

Electronic Application Portal

Active Applications

Large scale research grants	<input type="button" value="Create New Application Large Grant"/>
Large-scale research grants: for experienced researchers based in institutions and organizations from all over the world. Deadline: 2023 April 10 23:59 Central European Summer Time (CEST)	
Small research grants	<input type="button" value="Create New Application Small Grant"/>
Small research grants: for junior researchers (PhD students or researchers who are between 1 and 5 years past the PhD) based in institutions and organizations from all over the world, as well as senior or junior researchers based in institutions and organizations in LICs. Small grants are designed to be contracted directly with individual researchers, not with the researcher’s institution. Deadline: 2023 April 10 23:59 Central European Summer Time (CEST)	
(Project ID: 6-744) [open] Test application small	

In the top right corner applicants can view the account they are logged in with. By using the appropriate link, applicants can change 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 Small Grant](#)

Next to the title of active applications the Project ID (“6-744” 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.

7.3 Creating a new application

Applicants can create one or more applications by clicking on which will cause the following screen to open:

[Create New Application Small Grant](#)

Create New Application

Application Title

Principal Investigator (PI)

PI Affiliation

PI Email = Username

If PI email is different from contact person email you can create a second log-in for this application by clicking on [Add PI Account](#)

Other Researchers please enter names, affiliations and roles in project

Abstract maximum of 300 words

It is very important to choose the correct type of application by clicking the button next to either the large or small 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.

If the contact person registered in the portal is, e.g., an admin employee, there is the possibility to create a second log-in for this application by clicking on [Add PI Account](#).

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

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

Upon completion a confirmation screen should be shown:

Create New Application

The new application "Test application small" 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.

7.4 Application Screen

After having filled out the form shown above in section 9.3, 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 small

Project ID: 6-744

Deadline: 2023 April 10 23:59 Central European Summer Time (CEST)

[\[Edit application title, team, and abstract\]](#)

[Submit Application](#)

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

Document (Template)	Last Update	File
* Applicant Statement Signed applicant statement form		Upload
* Project Proposal Completed proposal template		Upload
* Project Summary Completed summary statement		Upload

* mandatory document

You need to agree to the terms below to be able to submit.

- It is agreed that the costs of preparing applications are not covered by the G²LM|LIC program and that no funding will be provided to selected projects until a grant agreement has been signed by all parties.
- The grant agreement as provided alongside the call is fixed and non-negotiable. Applicants should familiarize themselves with the grant agreement at the application stage. Once a selection decision has been announced and a complete grant agreement shared with the applicant, the agreement must be signed within 45 calendar days.
- Any institution and person involved in the execution of the project will adhere to the [IZA Code of Conduct](#).

[Back](#)

Clicking on [Edit application title, team and abstract](#) allows the user to change information that was entered when creating the application. And clicking on 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 have been uploaded.

7.5 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
- Project Summary

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

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

Document (Template)	Last Update	File
* Applicant Statement Signed applicant statement form		Select a file and click button "Finalize upload" to finalize the upload: <input type="button" value="Browse..."/> No file selected. <input type="button" value="Finalize upload"/> <input type="button" value="Cancel"/>

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

Your file has been uploaded successfully.

Document (Template)	Last Update	File
* Applicant Statement Signed applicant statement form	2023-02-10	6-744-24-Test document for test application.pdf <input type="button" value="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 required documents.

7.6 Submitting the Application

Once all required documents have been uploaded **and all terms at the bottom of the screen have been agreed to by checking the boxes**, a submission button will appear at the top of the application page and the application can be submitted:

Test application small
Project ID: 6-744
Deadline: 2023 April 10 23:59 Central European Summer Time (CEST)
[\[Edit application title, team, and abstract\]](#)

Document (Template)	Last Update	File	
* Applicant Statement Signed applicant statement form	2023-02-10	6-744-24-Test document for test application.pdf	<input type="button" value="Upload"/>
* Project Proposal Completed proposal template	2023-02-10	6-744-25-Test document for test application.docx	<input type="button" value="Upload"/>
* Project Summary Completed summary statement	2023-02-10	6-744-27-Test document for test application.docx	<input type="button" value="Upload"/>

* mandatory document

- It is agreed that the costs of preparing applications are not covered by the G²LM|LIC program and that no funding will be provided to selected projects until a grant agreement has been signed by all parties.
- The grant agreement as provided alongside the call is fixed and non-negotiable. Applicants should familiarize themselves with the grant agreement at the application stage. Once a selection decision has been announced and a complete grant agreement shared with the applicant, the agreement must be signed within 45 calendar days.
- Any institution and person involved in the execution of the project will adhere to the [IZA Code of Conduct](#).

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 only be changed by reopening 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.**

7.7 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.