



INGSA Research Associate Grant Programme

A Guide to Administrative Procedures for Institutions

Introduction

The International Network for Government Science Advice (INGSA) is offering six annual grants to researchers and policy makers to undertake projects that deal with the issue of science advice mechanisms in relation to one or more of the Sustainable Development Goals (SDGs)

Funds for these grants are not paid directly to Recipients but must be paid to, and administered by, their employing Institution or organisation. Please read this brochure carefully in conjunction with the grant Terms and Conditions, and Call for Application documents available at: <http://www.ingsa.org/grant-programme/>

The grants adhere to a strict set of *Eligible Expenses* and it will be up to the your organisation to only release money to the Recipient in advance of, or in reimbursement for, eligible expenses. In conjunction with the Recipient it will be the responsibility of the organisation to maintain and submit a financial report detailing the expenses over the course of the project. Information relating to reporting is included below.

General Information:

Recipient Eligibility:

- Applicants must hold a PhD at time of application OR have at least 5 years full-time equivalent experience in research or as a public policy professional (e.g. advice, analysis, implementation, evaluation).
- Applicants must be living and working in Low and Middle Income Countries (LMICs). A list of eligible countries can be found here: <http://www.ingsa.org/wp-content/uploads/2017/09/INGSA-List-of-Eligible-Project-Countries.pdf>
- Applicants must be employed at a recognised institution of higher education, an independent research organisation, government agency, international organisation, or relevant NGO for the duration of the award.
- Applicants should have identified and engaged a mentor (either in-country or international) who can offer advice and guidance on the applicant's project. This support will be supplemented by access to INGSA's network of mentors.
- Applicants who can demonstrate relevant experience relating to developing and using science in public policy and government advisory systems are particularly encouraged to apply.
- Funding cannot be awarded directly to individuals but will be paid to the organisation with which they are affiliated. It is permissible for organisations to claim up to a maximum 3% of the grant sum to cover overheads related to administering funds on behalf of the applicant. The organisation must indicate its support for the candidate's participation in this process (see application requirements below).

Selection and Project Timeline:

Call for applicants:	15 September 2017
Submission deadline:	15 November 2017
Review and selection:	December 2017
Funding decision / award:	January 2018
Grant commencement:	1 March 2018
Attendance at INGSA Conference:	21-22 September 2018
Submission of grant deliverables: (incl. financial reporting)	February 2019

INGSA accountability:

INGSA requires that a minimum standard of accountability be met because it is directly responsible to funding agencies that provide the funds it uses to support research. INGSA depends on its partners to provide accurate and timely financial and technical reports to allow it to account for the funds it spends to support development research.

Expenses

Eligible Expenses:

The maximum amount of funding awarded will be €15,000 euros per project. The following types of activities and associated expenses will be considered for support:

- Economy class travel, visas, accommodation and subsistence for meetings with project participants (e.g. to carry out research or build networks).
- Field/scoping visits to research sites of relevance.
- An institutional visit to a foreign university or other relevant agency, including travel, visas, temporary accommodation and subsistence costs.
- Appropriate training, including travel, course fees, temporary accommodation and subsistence costs.
- Workshops, meetings and other events involving project participants.
- Consumables (e.g. printing; recording equipment).
- Cost of Open Access Journal fees [This grant adheres to IDRC's Open Access Policy] [<https://www.idrc.ca/en/open-access-policy-idrc-funded-project-outputs>]
- Professional facilitation or translation support for meetings.
- In exceptional cases, where applicants are required by their institutions to cover release time for professional development or research, this expense will be considered on a case-by-case basis.

What the INGSA grant scheme cannot be used for:

- The INGSA grant cannot be used to support or top-up applicants' normal salary costs.
- Conference registration fees (unless special permission is sought from INGSA).
- Salaries for research assistants or other support staff.

NB: Any funds awarded under this grant must be managed appropriately, following institutional accountability and auditing processes for all project expenses. Applicants' institutions must be able to identify all direct costs claimed and maintain records of expenditure for reporting and auditing purposes.

Organisational Overheads:

INGSA allows for up to 3% of the grant sum to be claimed by the organisation to cover the costs associated with administering the grant. This is at the discretion of the organisation in discussion with the Recipient.

Financial reporting:

Recipient organisations are expected to administer and manage the money on behalf of the Recipient as outlined in the Recipient's draft budget. Changes to this budget can be at the discretion of the Recipient so long as they adhere to the eligibility and usage requirements outlined in the T&Cs and Grant

Information.

It is up to the organisation to ensure that Recipients are claiming eligible expenses, and for the organisation to accurately report on the expenses claimed and on any remaining money at the end of the grant period

At the end of the grant period (Feb 2019) it will be a requirement of the grant that the organisation (in collaboration with the Recipient) submit a short financial report as part of the grant deliverables.

This is expected to document the expenditure of the grant money over the course of the grant period, detailing usage and including receipts.

This financial report is expected as part of the Grant Deliverables due in February 2019.

The financial report must provide enough detail for both you and INGSA to assess the project's financial situation.

Certification of financial report:

All financial reports submitted to INGSA must be signed by both the Recipient and an appropriate member of the organisation.

Project closure

The financial report must cover all funds expended by the project.

Please note that IDRC may close the project at any time if you fail to comply with the terms of your agreement, including meeting reporting and other milestone deadlines.