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partnership for  
economic  
policy



# Grants Manual

Policy Analysis on Growth and Employment

May 27, 2013



International Development  
Research Centre



**CRDI**

Centre de recherches pour le  
développement international



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## Introduction

This manual outlines the procedures involved in awarding and administering the various grants awarded by the Partnership for Economic Policy (PEP) in the context of the “Policy Analysis on Growth and Development” (PAGE) research programme. The latter is a multi-country initiative launched in 2012 and co-funded by the Department for International Development (DFID) of the United Kingdom (or UK aid) and the International Development Research Centre (IDRC) of Canada.

The goal of this initiative is to build and promote research capacities in developing countries around the world - with special focus on low income countries (LICs), fragile and conflict states (see [list](#)) - for the analysis of specific and country-relevant policy issues under the broad theme of inclusive growth and employment.

The research agenda is to be defined by the successful applicant research teams, according to a list of priority issues identified by the PAGE policy group experts as especially relevant to address specific knowledge gaps and policy needs in terms of evidence base

### **The following grants are covered by this manual:**

#### **1. Core research grants**

- Fixed research grant (lump sum) amount per project
- Travel grant to participate in a PEP meeting
- Junior researcher grant to participate in a PEP meeting
- Fixed additional grant for projects involving randomized controlled trials
- Fixed additional grant for projects involving community-based monitoring systems
- Training grants for projects conducted in [LICs/fragile states](#)

#### **2. Professional development grants**

- Training and PEP School grants
- Study visit grant
- International conference grant

#### **3. National conference grants**

#### **4. Publication grants**

- Working paper and policy brief
- Journal article

## Research Grants

### 1.1. Description

PEP research grants are awarded on a competitive basis to teams of researchers based in developing countries who wish to conduct research projects pertaining to general or specific themes/issues identified by PEP experts and/or donors as particularly relevant to support development policy formulation/improvement in developing countries.

In the context of the **PAGE initiative**, teams of developing country researchers are invited to submit proposals for projects of policy analysis under the broad theme of inclusive growth and employment in their home countries, or other [LICs, fragile or conflict states](#).

Within the current (2012) PAGE budget, roughly 70 *PAGE research grants* are expected to be awarded in the context of the next three PEP general meetings. Each [call for proposals](#) is to be posted on the PEP website and widely circulated through its international network (sent to PEP members and partners via email and newsletter), as well as publicized in various external fora, with particular emphasis on recipients and platforms in [LICs/fragile states](#). Priority issues will be identified for each round (see list and description of [priority issues](#) for first round)

For **the first (2012) round** of the PAGE initiative, the deadline for submission of proposals is November 5, 2012. This round **will fund up to 28 projects**, including:

- up to 5 projects using randomized controlled trials ([RCTs](#))
- up to 9 projects using community-based monitoring systems ([CBMS](#))
- at least 10 of all projects in LICs, fragile and/or conflict states (see [list](#))

**PEP research grants, to be awarded through open competitions, include a core research grant of \$USN 20,000, plus separate grants for a variety of related activities as outlined below.**

Selected research teams benefit from the unique and manifold “PEP support program”, providing a comprehensive package of ongoing scientific support and technical assistance, not only in the conduct of high quality research projects and policy analyses, but also in the dissemination of the resulting evidence, both at the national and international levels.

Based on a “learning by doing” approach, the PEP programme provides grantees with training and mentoring by international experts in a variety of cutting-edge methodologies and analytical techniques/tools of development research, e.g.:

- [Community-based monitoring systems](#) (CBMS)
- [CGE modelling, macro-micro simulation techniques](#)
- [Impact evaluations\\*](#)
- [Multidimensional poverty/distributive \(micro\) analysis](#)

\*Both experimental and non-experimental approaches. Note, however, that in the case of impact evaluation projects, the first (2012) round of PAGE will only fund (and thus accept proposals of) projects using **randomized controlled trials**. For more information regarding the specific research techniques associated with the use of "randomized controlled trials", see:

[http://en.wikipedia.org/wiki/Randomized\\_controlled\\_trial](http://en.wikipedia.org/wiki/Randomized_controlled_trial)

## 1.2. Eligibility

- **Born and living in developing countries**

All team members must be developing country nationals who will reside in a developing country during the full course of the project (a **maximum** of two months per year of absence are tolerated). In the case of the PAGE selection process, priority is given to researchers from low-income countries, conflict and/or fragile states.

- **With academic and/or professional background**

University-level training in economics/policy analysis or equivalent experience is generally required.

- **Gender-balanced teams of individual researchers**

Typically composed of a senior (lead) researcher supervising a small group of junior researchers (at least 50% female). Members of a given team can come from different institutions.

Interested researchers who are ineligible for funding are encouraged to use the training material, readings and other information posted on the PEP website (see [Resources](#)), as well as to share their research results with us.

Researchers already funded by PEP are eligible to submit a new proposal only after the final report of their current PEP project has been formally approved.

## 1.3. Amounts and disbursements

### 1.3.1. Core research grants

PEP standard research grants include a core (cash) grant **of \$US 20,000**.

- **For projects involving community-based monitoring systems (CBMS)**, up to **\$US 20,000** is added to the core research grant, to account for the costs of primary data collection<sup>1</sup>.
- **For projects involving the use of randomized controlled trials (RCTs)**, up to **\$US 100,000** is added to the core research grant for the conduct of baseline and follow-up surveys

Throughout the selection process, all proposals will be commented upon in detail by PEP

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<sup>1</sup> For all information relative to applications for CBMS research grants, please consult: <http://www.pep-net.org/funding/call-for-proposals/guidelines-for-submitting-a-research-proposal-to-cbms/>

resource persons who are experts in the selected methodological approach. An initial group of teams will be invited to revise and resubmit their proposal. Following evaluation of revised proposals, finalists will be invited to present their project at a [PEP general meeting](#) (to be held in March 2013 in the case of the 2012 PAGE round).

An **18-month research cycle** is adopted from the moment a proposal is selected at a PEP general meeting to final dissemination. The exact deadlines are posted on the PEP website ("[Important Dates](#)"). In the case of CBMS and RCTs, this schedule is extended to incorporate time required for data collection and, in the case of RCTs, policy/program interventions.

**Core research grant disbursements** are linked to the production of satisfactory research outputs with,

- 40% disbursed upon final approval of the proposal
- 30% upon approval of the interim research report and
- 30% upon approval of the final research report

Proposals and final reports are evaluated by the relevant program committee and validated by the PAGE policy group, composed of practitioners from throughout the developing world.

Payments are generally made to the team leader directly, but can be made to her/his institution if required (except in the case of RCTs, where contracts are necessarily made to institutions). Teams may not receive additional funding from outside sources for research that is funded by a PEP research grant without the written consent of PEP executive director.

### **1.3.2. Travel grants to participate in a PEP meeting**

**Participation of 1 (one) team member in 2 (two) PEP general meetings, to present team's proposal and final report: approx. \$US 10,000 (\$US 5,000 per meeting)**

Teams that submit a proposal selected for presentation at a PEP general meeting will receive a separate travel grant to cover the costs of one of the team members' participation to the event. In addition, each team will receive an additional separate travel grant to cover the costs for one team member to participate in the following PEP meeting to present the final research report, provided that a draft report has been submitted by the specified deadline and considered to be of acceptable quality by the relevant mentor.

### **1.3.3. Additional travel grants for junior researchers to attend a PEP meeting**

**Participation of a junior researcher in a PEP general meeting: approx. \$US 5,000, available for 1 out of 4 project teams**

PEP seeks to extend the opportunity of participating in a general meeting to junior researchers. Additional funding is thus made available on a competitive basis for one extra (junior) participant per 4 (four) research teams to attend the PEP general meeting in which his/her team presents its final report.

### 1.3.4. PEP School or training grants for LIC/fragile states project teams

Participation of up to 2 (two) members of LIC/fragile states (see [list](#)) project teams in a PEP School: approx. \$US 13,500 per team

The PEP support program is sensitive to the circumstances and needs of researchers from countries with relatively low capacities in the use/application of cutting-edge research methodologies. Considering that such capacity level is characteristically lower in LIC/fragile states, additional funding is reserved for 2 (two) members of project teams from these particular countries to participate in a [PEP School](#).

PEP Schools are intensive training workshops provided by world leading experts in the most relevant concepts, methodologies and analytical techniques for economic policy analysis in developing countries. Selected researchers from LIC/fragile states project teams will be invited to participate in one of such workshops pertaining to the relevant methodology that is expected to be applied in their proposed project.

## 1.4. Application procedures

### 1.4.1. Core research grant

Please consult the “[important dates](#)” of the PAGE project selection process.

To apply for a PEP research grant in the context of the PAGE initiative, aspiring beneficiaries must submit proposals for policy analysis in the provided [template](#), including a clear description of

- research question, methodology, data sources and requirements
- project's expected contributions in terms of
  - scientific “value added” and evidence base
    - how does the project aims to fill knowledge gaps?
  - responsiveness to specific policy needs
    - evidence of consultation with stakeholders
  - capacity building and strengthening of local expertise
- strategy for research communication and policy outreach at the national level

The objective of the proposal is to introduce the basic research idea, explain its scientific contribution and policy relevance, and show its feasibility in methodological and data terms. You may refer to the following document for further advice and guidelines in designing your research project proposal: [Guidelines to design a research project proposal](#)

See also [PAGE call for proposals](#) for detailed information regarding how your team may register with PEP and submit the said proposal. The deadline for submitting a PAGE project proposal is announced in each related call for proposals (see [current call](#)).

Any single individual may be part of a maximum of two active proposals at any given time. Regarding timetable, applicants should reasonably expect to be able to complete the proposed research within 12 months after approval of the proposal. Note that, as PEP-selected projects receive the same fixed lump-sum grants, no itemized budget is required with the proposal.

### 1.4.2. Travel grants to participate in a PEP meeting

There is no need to submit any request for PEP meeting travel grants since it is automatically awarded by PEP if a proposal or report is accepted for presentation. Financing and organization of participation at PEP meetings is managed by the PEP secretariat directly.

### 1.4.3. Additional travel grants for junior researchers to attend a PEP meeting

Eligible teams must apply by ensuring that the candidate's CV is up to date on the PEP web site and by submitting – with their draft final report – a short (150 words) letter of motivation outlining their role in the research team and their career ambitions, and a letter of support from their team leader.

### 1.4.4. PEP School or training grants for LIC/fragile states project teams

Eligible teams must apply by ensuring that the candidates' CV is up to date on the PEP web site and by submitting – following the formal approval of their proposal for funding – a short (150 words) letter of motivation outlining their role in the research team and their career ambitions, and a letter of support from their team leader.

## 1.5. Selection of research proposals

Candidates must submit proposals prior to each call's deadline (see current [call for proposals](#)). Proposals are selected by a PAGE program committee composed of international experts in the relevant methodology and issues. Proposal selection is based on scientific contribution, integration within the research issues identified for the relevant call, policy relevance, capacity building component, feasibility and suitability of the proposed methodology, team composition and data requirements.

At least one revision of a proposal is generally required before pre-selection for presentation at a PEP general meeting. One team member, usually the identified project leader, is then invited to present and discuss the proposal at a PEP meeting in front of peers, program committee members, invited experts and PEP staff. Final decisions are taken by PAGE program committee members and validated by the PAGE policy group. Researchers are informed of final decisions no later than one or two weeks after the general meeting.

## 1.6. Research ethics

PEP-supported research projects must be carried out in accordance with PEP ethical standards. In their proposals, candidates are required to clearly identify all possible ethical issues relating to their proposed project. Where such issues arise, the PEP Executive Director, together with the relevant PEP program coordinator, reviews and presents them to the PEP-PAGE scientific committee for consideration. In addition, grant contracts include a clause governing ethical issues and set out in **Annex A**.

All projects involving randomized control trials are required to submit an independent, external ethical review by a recognized ethical review committee for approval by PEP's executive director.

See also other PEP policies:

- [Conflict of Interest Policy](#)
- [Intellectual Property Statement](#)
- [Penalty Policy](#)

## 1.7. Contracts

**Research grant contracts** include the following information:

- A summary of the research project
- A statement of the lump-sum amount of the research grant awarded and related calendar of disbursements (or grant payments)
  - i.e. 40% on approval of the proposal and 30% each on the approval of the interim and final research reports
  - a clause indicating that any disbursements are conditional to PEP receiving sufficient funds from its own donors.
- A list of milestones and outputs expected to be produced by the grant recipient.
  - Beyond the core research reports, such outputs include
    - the production of draft publications to be used for dissemination of research results (working paper and policy brief),
    - the organization of a policy conference to communicate research findings and resulting recommendations to strategic (policy) stakeholders at the national level,
    - contributions to PEP communication activities, including blog and/or social network posts, and simple visual (photo/video) material regarding the research project
    - participation/presentation of research findings at an international conference (see 2.1.3 below),
    - the submission and continual updates<sup>2</sup> of a “technical report” to keep PEP informed of the supported project’s impact in terms of capacity building (and promotion of local expertise), policy influence and (long-term) benefits for the wellbeing of concerned populations.
- The above-mentioned research ethics requirements (see also Annex A)
- A clause providing the recipient with “dissemination rights” (see Annex B)

**Travel grant contracts** include the following information:

- An engagement to finance travel costs, lodging, per diem rates and incidentals.
- A clause indicating that any disbursements are conditional to PEP receiving sufficient funds.

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<sup>2</sup> Such updates should be provided on a biannual (6 months) basis and up to 3 years following the end of a PEP project.

## II. Professional Development Grants

### 2.1. Description

PEP researchers may apply for grants to finance the travel and living costs involved in the conduct of (or participation in) a variety of activities that shall contribute to their professional development (or promotion of expertise), as long as the nature of such activities and development is **directly related to their PEP-supported research work**.

#### 2.1.1. Training grants

Training workshops in the various methods and analytical techniques/tools fostered by PEP research are provided at every PEP meeting. No application procedure is required as all attendants to the meetings are also invited to participate in these training workshops.

However, under special conditions, consideration will be given to a limited number of requests for funding to participate in training workshops deemed essential to the success of the project, including [PEP Schools](#).

**In the context of the PAGE initiative**, in particular, selected teams from [LICs/fragile states](#) will systematically be awarded special grants to finance the participation of two team members in a PEP School pertaining to the methodological approach of their PEP-supported project (see section 1.3.4. above).

#### 2.1.2. Study visits

Each PEP-supported team is also invited to propose one of its members to complete a three- to four-week study visit at a reputed research center or academic institution of their choice, anywhere in the world, to complete the team's draft final report. Teams are required to demonstrate that the study visit would contribute substantially to the research project and professional development of the proposed researcher.

#### 2.1.3. International conferences

PEP-supported research teams are also invited to apply, on a competitive basis (1 per 3 teams) and upon approval of the teams' final research report, for a grant to allow one team member to present their PEP research findings at a reputed international conference.

### 2.2. Amounts and disbursements

The amounts of the three above-mentioned grants are equal to the cost of the cheapest, economy class round-trip air ticket between the recipient's origin and the location of the activity<sup>3</sup>, plus lodging costs and local per diems for the duration of the activity, as well as a

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<sup>3</sup> When the activity is not combined with a PEP general meeting

lump sum for incidentals (visas, taxis, airport taxes, etc.). Registration fees may also be covered in part or in whole on a case-by-case basis.

Researchers are asked to quote the cost of the cheapest air tickets they can find before purchase. If the project office is unable to find a cheaper ticket and the cost is reasonable, its purchase is authorized. Upon request, sufficiently ahead of time, an advance can be provided through a bank or money transfer. In all cases, researchers are under the obligation to provide PEP with the following documents:

- A complete itinerary
- **ORIGINALS** of their boarding passes
- A photocopy of their return air tickets
- The **ORIGINAL** travel agency invoice indicating the price paid for the air tickets
- The **ORIGINAL** receipt for the payment of any approved registration fees.
- Any other invoice for transportation **for which cost will have previously been approved by PEP.**

**Normally, the total costs should not exceed:**

- **\$US 13,500** for 2 members per [LICs/fragile states](#) team to attend a **PEP School**
- **\$US 6,000** for 1 member per team to complete an international **study visit**
- **\$US 6,000** for 1 member per 3 teams to participate in an **international conference**

## 2.3. Application procedures and requirements

For all professional development grants

At least eight weeks prior to the activity they would like to attend, candidates are requested to ensure that they have posted

- an up-to-date version of their curriculum vitae on the PEP website (After "login", go to "My profile / update personal information"),
- a short (150 words) letter of motivation outlining their role in the research team and the benefits they expect to derive from participating in the activity,
- a letter of support from their team leader (unless the candidate is the team leader)

In their submission, applicants must also make sure to provide full details regarding the activity: dates, venue, lodging, registration fees, as well as an initial budget estimate. Requests should be posted in the team's project on the PEP website (under "Other documents").

### For study visits

Applications for study visits should be submitted according to the deadlines indicated in the "[Important Dates](#)" section of the PEP website. The institution and contact persons at the proposed host institution should be clearly identified. The study visit can be spread over three or four weeks excluding travelling days<sup>4</sup>. The researcher must include in the application request a **detailed work plan** describing the precise objectives of the study visit

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<sup>4</sup> The specific dates for those who request to have their study visit at Laval University are normally set by the PEP project office in order to group these visits by theme and methodology.

and any specific needs in terms of scientific/technical support<sup>5</sup>. This work plan is analysed by the relevant program coordinator prior to final approval.

All applications for professional development grants are approved (and grantees selected by) either the relevant program coordinator or PEP's Executive Director.

## 2.4. Contracts

**All professional development grant** contracts include the following information:

- An engagement to finance approved travel, lodging, per diems and incidental costs
- A clause indicating that any disbursements are conditional to the PEP project receiving sufficient funds

## III. National Policy Conference Grant

### 3.1. Description

In order to help researchers “make their research work count” (i.e. contribute to improve socioeconomic wellbeing of concerned populations), PEP also provides its selected project teams with the necessary means and support to communicate their PEP research findings to policy makers, stakeholders, as well as to the general public at the national level.

A **\$USN 2500** grant is offered to each PEP research team, as a contribution towards the organization of such a conference or seminar, as long as its main objective is to inform policymaking (via target audience of policy affiliation/influence or the general public) at the national level. This activity should be considered a compulsory element of all PEP-funded projects.

Note that:

- logistical support and advice from PEP administrative and communications staff is also made available to ensure reaching of target audience and successful communications of findings (policy outreach).
- a certain number of PEP communication “tools” (PowerPoint presentation format, policy brief format, PEP logo on all related documents, etc.) must also be used in the event, as well as in any communications of PEP-funded research, to ensure consistency of PEP's image and representation.

### 3.2. Amounts and disbursements

Disbursements of national policy conference grants are generally made only after the activity and upon presentation of a satisfactory “activity report” including the list of actual

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<sup>5</sup> E.g. Help with problems in defining the appropriate methodology? Help with problems in applying your methodology? Help with technical problems to do with software? Help with the interpretation of results? Help with writing your report? Etc..

participants and a narrative (see [activity report template](#)) outlining the conference's expected impact in terms of policy outreach/influence, media coverage (public outreach), its highlights and conclusions (successes, failures, lessons learned). PEP also requires that the event is recorded visually (photo or video) and that this material be submitted to PEP with the activity report for PEP's own communication activities. Note that this grant is available only to PEP project teams with an approved final research report and draft policy brief.

### 3.3. Application procedures and requirements

**At least eight weeks prior to the event**, PEP researchers interested in organizing a national policy conference are requested to submit a proposal indicating:

- the objectives of the conference,
- a detailed draft conference program,
- an initial list of invitees
- a strategy for announcing the conference and reaching target audience
- a short narrative describing the main messages that the event shall serve to communicate (how the related PEP research findings should be used to inform/improve policymaking) – note that the project's draft policy brief, if not yet submitted to PEP, must be submitted with the proposal.

**Find more information and instructions regarding the organization of such events, and related PEP support, here: [Guidelines for submission of national conference grant proposal](#)**

### 3.4. Contract

**National policy conference grant** contracts include the following information:

- A brief description of the conference (date, venue, title, objectives, etc.).
- A clause indicating that any disbursements are conditional to the PEP project receiving sufficient funds.

## IV. Publication Grants

### 4.1. Description

In order to encourage researchers to publish their PEP research findings in formats suitable for wider dissemination, PEP offers:

- each supported research team with a **\$USN 2000 grant** for writing/publishing a research **working paper** AND **policy brief** summarizing their PEP-supported project, research work, findings and policy recommendations
- on a competitive basis (1 per 4 teams) an additional **\$USN 2000 grant** for publication of a "**journal article**" in any of the peer-reviewed journals listed in [Econlit](#)<sup>6</sup>.

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<sup>6</sup> See also [www.econlit.org/journal\\_list.html](http://www.econlit.org/journal_list.html)

The following acknowledgment must appear in the journal article (and any other form of dissemination of PEP project findings – see ANNEX B):

“This work was carried out with funding and support from the Partnership for Economic Policy (PEP), which is financed by the Department for International Development (DFID) of the United Kingdom (UK Aid) and the International Development Research Centre (IDRC) of Canada.”

## **4.2. Amounts and disbursements**

Note that both grants are available only to PEP project teams with an approved final research report, and that journal article grants are available for only 25% (1/4) of research teams. Disbursements are made automatically upon:

- the publication, by PEP, of a research working paper and a policy brief (1-2 pager) based on the concerned project
- notification, by the author or project team leader, of the publication of an article in a journal listed in [Econlit](#) based on a PEP-funded research project with a copy of the approved article and its exact bibliographic reference in the following [format](#).

## **4.3. Application procedures**

No application or proposal is required in the case of PEP publication grants – nor will any contracts be signed. In the case of journal article grants, proof of publication must be provided.

## ANNEX A – RESEARCH ETHICS

“PEP research grant recipients” agree to the **principles set out below**, which aims to protect the dignity and privacy of every individual who, in the course of research work carried out under their “PEP-supported project” (hereinafter referred to as the “Project”), will be requested to provide personal or commercially valuable information about him/herself or others (hereinafter referred to as a “subject of research”). If reviewers identify other issues, they will notify proponents of the appropriate ethical conditions.

- 1) Before an individual becomes a subject of research, he/she shall be notified of:
  - The aims, methods, anticipated benefits and potential hazards of the research;
  - His/her right to abstain from participation in the research and his/her right to terminate at any time his/her participation; and
  - The confidential nature of his/her replies.
- 2) No individual shall become a subject of research unless he/she is given the notice referred to in the preceding paragraph and provides a freely given consent that he/she agrees to participate. No pressure or inducement of any kind shall be applied to encourage an individual to become a subject of research.
- 3) The identity of individuals from whom information is obtained in the course of this Project shall be kept strictly confidential. At the conclusion of the Project, any information that reveals the identity of individuals who were subjects of research shall be destroyed unless the individual concerned has consented in writing to its inclusion beforehand. No information revealing the identity of any individual shall be included in the final report or in any other communication prepared in the course of this Project, unless the individual concerned has consented in writing to its inclusion beforehand.
- 4) When children are involved in the Project, special care must be taken to ensure that their participation is undertaken in accordance with high ethical standards. Accordingly, children shall not be allowed to participate unless:
  - Their parents or guardians have been counselled with respect to the children's participation;
  - Their parents or guardians have given their free, explicit, and informed consent to the participation of the children in the Project.

Parents or guardians shall have the right to withdraw their children from the Project at any time.

## ANNEX B – DISSEMINATION

One of PEP's main objectives is to see that the research it funds is disseminated widely in order to contribute most effectively to improvement of development policy making and socioeconomic wellbeing in developing countries. In disseminating the results of their PEP-supported projects (hereinafter referred to as the "Project"), all PEP grant recipients (hereinafter referred to as "Recipients") shall adhere to the following conditions:

- 1) Recipients have the right to publish, in any form, the results of their Project, or any other information prepared or produced as a result of this grant, and are not required to obtain the consent of PEP to do so. Recipients, however, must recognize the support of the PEP by including, in ALL RELATED PUBLICATIONS, the following acknowledgement:

"This work was carried out with funding and support from the Partnership for Economic Policy (PEP), which is financed by the Department for International Development (DFID) of the United Kingdom (UK Aid) and the International Development Research Centre (IDRC) of Canada."

Notwithstanding the foregoing, it is understood that in any "Collaborative Project" (including PEP and other Collaborative Institutions), publication of project results will be effected jointly by all parties, unless all parties agree otherwise in writing.

- 2) Unless a Recipient explicitly objects, PEP will systematically publish and distribute information regarding the Project (nature, outcomes, parties involved, etc.) – including but not limited to writings, photos and video recordings – through its website and other communication tools (newsletters, reports, etc.)
- 3) If a Recipient objects to the publication or distribution of the results or information referred to in 2) above, PEP shall consider the reasons given for the objection before making a final decision on the publication or distribution of the results or information.
- 4) To assist in PEP's own communication and reporting activities, the Recipient shall provide PEP and, if appropriate, other Collaborating Institution(s) with :
  - a copy of any publication it has made of the results of the Project or of any other information prepared or produced as a result of this grant,
  - a set of minimum ten (10) photos related to the Project's theme (or related policy issues), consultation/dissemination activities and/or the Recipient's working environment,
  - a copy of any other audio or visual material that was produced in the context of the Project.
  - a short "debate-raising" piece or article in relation to the policy issues examined through the funded Project, to be posted and commented on the PEP website's upcoming blog.

In all cases, unless otherwise agreed with the relevant PEP research coordinators, an electronic version - specifying the software and, where applicable, hardware used - must also be provided to PEP.