



AGRODEP Grant Manual

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Contents

Introduction	1
• Grants for innovative research	1
• Grants to address gaps in research.....	1
• Grants to provide financial assistance for research valorization.....	1
1. Description	1
1.1 Grants for innovative research.....	1
1.2 Grants to address gaps in research.....	1
1.3 Grants to provide financial assistance for research valorization	1
2. Application Procedures	2
2.1 Grants for innovative research.....	2
2.1.1 Proposal Procedures.....	2
2.1.2 Mentorship	3
2.1.3 Selection of Proposals	3
2.1.4 Grants for Innovative Research and Comprehensive Africa Agriculture Development Program (CAADP) Agenda.....	3
2.2 Grants to address gaps in research.....	4
2.2.1 Proposal Procedures.....	4
2.2.2 Selection of Proposals	6
2.3 Grants to provide financial assistance for research valorization	6
2.3.1 Proposal Procedures.....	6
2.3.2 Selection of Proposals	6
3. Budgeting and Disbursements	6
3.1 Grants for innovative research.....	6
3.2 Grants to address gaps in research.....	7
3.3 Grants to provide financial assistance for research valorization	8
4. Copyright and Ownership of the Work	8
5. Conflict of Interest	8
5.1 Potential financial conflicts of interest.....	9
6. Research Ethics	9
7. Dissemination.....	11
Appendix A: IFPRI Intellectual Property Rights Policy.....	13

Introduction

This manual outlines the procedures and requirements involved in administering the different types of grants awarded by the African Growth and Development Policy (AGRODEP) Modeling Consortium. The types of grants covered include:

- Grants for innovative research
- Grants to address gaps in research
- Grants to provide financial assistance for research valorization

1. Description

1.1 Grants for innovative research

Grants for innovative research are available only to AGRODEP members and are intended to encourage the development of new models and databases of scientific and policy relevance for Africa. Priority will be given to modeling work and data covering new topics or topics of significance for Africa, as well as to the development of new databases not already in existence.

Special consideration will be given to policy assessment for African economies, in particular to proposals directly linked with the tools and data to be provided by AGRODEP and related to the priority topics of the CAADP agenda.¹

1.2 Grants to address gaps in research

Grants to address gaps in research are intended to develop and expand AGRODEP's collaboration with high quality research centers throughout the world. These grants are available to AGRODEP members, researchers outside AGRODEP, and research centers both within and outside Africa and will focus on specific research topics. The topics are proposed by the AGRODEP management team for approval by the Scientific Advisory Board (SAB).

1.3 Grants to provide financial assistance for research valorization

Grants to provide financial assistance for research valorization are available only to AGRODEP members and are intended to assist members in presenting their research at international conferences and in

¹ The priorities defined by the CAADP agenda on July 2011 are: (a) climate change and water resource management; (b) output and input marketing policies; (c) trade policies and competitiveness; (d) market access.

paying for publications submission fees. All grants for financial assistance for research valorization will be approved on a case-by-case basis. Use of these grants to pay for training outside AGRODEP may be considered for specific skills and cases.

2. Application Procedures

2.1 Grants for innovative research

2.1.1 Proposal Procedures

A competitive call for proposals for innovative research will be launched every year. Proposals for this type of grant will only be accepted from AGRODEP members. The AGRODEP management team will launch the call for proposals on July 15th. The call for proposals will be carried out through various communications channels (including, but not limited to, email, mailing, and AGRODEP website). AGRODEP members will be given six (6) weeks to draft a proposal that presents the research topic, its scientific and policy relevance for Africa, the methodology to be used, and justification of the selected methodology.

Proposals are to be a maximum of six (6) pages and must include all deliverables (including, but not limited to, reports, databases, and methodologies) and a complete budget with details of all operations, as well as funding required from AGRODEP and any additional sources of funding (for more information on budgeting and disbursement requirements, please see section 3.2). The maximum duration of a project funded by a grant for innovative research is one year starting on October 1st.

The schedule for grants for innovative research is laid out as follows:

1. July 15th: The AGRODEP management team launches a competitive call for innovative research.
2. August 31st: all proposals are drafted and sent to the AGRODEP management team.
3. September 15th: First selection of proposals by AGRODEP management team; this list will be transmitted to SAB members for final approval, along with any proposals that have been refused.
4. September 30th: Final list of selected proposals transmitted by SAB Chairs to

management team. The AGRODEP management team announces the selection of proposals to AGRODEP network.

The maximum duration of a research project is one year. It starts on October 1st.

2.1.2 Mentorship

The management team will identify experts and academics who will play the role of mentor for each accepted proposal. These mentors are selected for their renowned competences on the topic of the proposal concerned. Mentors will be in charge of checking the correct functioning of the proposal in terms of its scientific aspects. In particular, they will ensure that all comments potentially included in the proposal at the time of the selection process have been taken into account by the AGRODEP member. They will also ensure that the scientific contents of each deliverable correspond to the expectations as stated in the initial proposal.

No allowance will be given to mentors.

Only AGRODEP members will be accountable for shortcomings in the development of their research projects undertaken under this “Grants for innovative research” scheme.

2.1.3 Selection of Proposals

AGRODEP members may design their own topic of study.

However priority will be given by the management team and the SAB to studies covering new topics or topics of relevance to Africa, in particular the development of new databases not already in existence. The management team and the SAB reserve the right to either fully or partially satisfy the selected proposals’ request for funds.

2.1.4 Grants for Innovative Research and Comprehensive Africa Agriculture Development Program (CAADP) Agenda

The AGRODEP initiative intends to facilitate a systematic policy assessment for African economies in order to study the policy-level changes needed to enable the environments in which the CAADP proposed policies can achieve their key objectives (development and poverty alleviation).

The starting point in every country will be the investment plans and key priority areas, goals, and targets identified by national stakeholders. Investment priority areas and goals that cut across many countries include priority topics for the CAADP agenda.

The goal is to identify the existing policies proposed and implemented under the CAADP Agenda and to perform a systematic assessment that identifies the major bottlenecks affecting the efficiency of such policies. The assessment will be launched through a sequential call for proposals to AGRODEP members and will be implemented with scientific advice from IFPRI and from AGRODEP's partner institutions.

The two proposed stages of the policy impact assessment are:

1. Stage 1 (research from October to September): Assessment of existing bottlenecks affecting the efficiency of the policies proposed and implemented under the CAADP Agenda. Collection of statistical data and identification of the key tools needed to assess the effectiveness of these policies and the effects of reducing or removing the bottlenecks identified.
2. Stage 2 (research from October of the following year to September of the following year): Simulation of the costs and benefits of removing the bottlenecks identified. Recommendations for removing these bottlenecks to improve the effectiveness of CAADP policies.

A special procedure will be established in order to implement the first stage of the previously described systematic policy impact assessment: for example, in 2011, proposals must describe research undertaken from October 2011–September 2012. These proposals will need to indicate that the same research team will develop a proposal for stage 2 (12 months) during the competitive call launched on July 2012 for research carried out from October 2012 to September 2013.

All other rules defined for grants for innovative research (see subsections 2.1.1 –2.1.3) apply to these grants.

2.2 Grants to address gaps in research

2.2.1 Proposal Procedures

A competitive call for proposals to address gaps in research will be launched every year. Proposals will be accepted from AGRODEP members, researchers outside AGRODEP, and research centers both within

and outside Africa. In March of each year, the AGRODEP management team will present to the SAB a list of several topics of priority for Africa. Once this list is approved by the SAB, the management team will launch a competitive call on April 15th to announce the topics to the international academic and scientific community. The call for proposals will be carried out through various communications channels, including but not limited to, emails, mailings, announcement on the AGRODEP website, and advertisements on other websites (including GTAP, PEP, and AERC).

Proposals are to be a maximum of six (6) pages and must be received by the management team by June 30th. Proposals must include clear Terms of Reference (TOR) defining the objectives and scope of the project, the project deliverables (including, but not limited to, reports, databases, and mathematical programs), researcher roles and responsibilities, quality control plans, and project schedule. The proposal must also contain a complete budget (for more information on budgeting and disbursement requirements, see section 3.1).

A proposal to address gaps in research can be made by an individual researcher/research center or by a consortium of researchers/research centers. In the case of a consortium, the proposal must clearly identify the project leader; this designated project leader will be responsible for ensuring completion of the project on schedule and within budget. The maximum duration of a project funded by this type of grant is one year beginning on August 1.

The schedule for grants to address gaps in research is laid out as follows:

1. March: The AGRODEP management team compiles the list of topics; topics are approved by the SAB.
2. April 15th: A competitive call for proposals to address gaps in research is launched by the AGRODEP management team.
3. June 30th: All proposals must be drafted and sent to the AGRODEP management team.
4. July 15th: The AGRODEP management team announces the selection of proposals that will be financed by AGRODEP.
5. The maximum duration of a research project is one year. It starts on August 1st.

2.2.2 Selection of Proposals

The selection committee will be composed of the AGRODEP management team, the members of the SAB, and the members of the SC. This committee will review all proposals in order to select those addressing gaps in current research with up-to-date and innovative methodologies. The results of the competitive call will be announced on July 15th. The Selection Committee reserves the right to either fully or partially satisfy the selected proposals' request for funds.

2.3 Grants to provide financial assistance for research valorization

2.3.1 Proposal Procedures

Grants to provide financial assistance for research valorization are available only to AGRODEP members. Members can apply for these grants for the purposes of presenting their research at international conferences and paying for publications submission fees. Grants for training outside AGRODEP will be awarded only for specific skills and in specific cases. All proposals for financial assistance for research valorization will be approved on a case-by-case basis, and research must be linked to AGRODEP activities. Members working in international organizations that may have better access to resources for financing their conference attendances or publications submission fees will not be eligible for these grants (for more information on budgeting and disbursement requirements, see section 3.3).

2.3.2 Selection of Proposals

In order to receive this financial support, AGRODEP members must send a detailed and justified request to the management team with all administrative documents required for this demand to be eligible. Selection of proposals for financial assistance for research valorization will be on a case-by-case basis upon evaluation and approval by the AGRODEP management team.

3. Budgeting and Disbursements

3.1 Grants for innovative research

A detailed budget must be submitted for each proposal and must include information regarding deliverables, project schedule, all funds required from AGRODEP, and any other sources of funding. Disbursements are linked to the production of satisfactory research outputs, with 20% disbursed on approval of the proposal and the remaining 80% disbursed once deliverables have been received by and

agreed upon by all parties. In case of intermediate payments demanded in the initial proposal their payments are conditional on delivery of a project progress report.

The maximum budget for a proposal for a grant to address innovative research is US\$20,000.

The maximum annual budget for all funded proposals to address innovative research is US\$250,000. This does not commit the AGRODEP initiative to fully disburse this amount of money under the Innovative Research scheme every year, in particular if the management team and the SAB estimate that the proposals received are of low quality. When there are funds left under this scheme, the management team may deem that these funds can be used for the Gaps in research scheme and/or the Grants to provide financial assistance for research valorization window.

AGRODEP members may not receive additional funding from outside sources for research that is funded by an AGRODEP grant for innovative research without the written consent of the AGRODEP Management team.

3.2 Grants to address gaps in research

A detailed budget must be submitted with each proposal and must include information regarding deliverables and project schedule. Disbursements are linked to the production of satisfactory research outputs, with 20% disbursed on approval of the proposal and the remaining 80% disbursed once deliverables have been received by and agreed upon by all parties.

In case of intermediate payments demanded by AGRODEP members in the initial proposal their payments are conditional on delivery of a progress report.

The maximum budget for a proposal for a grant to address gaps in research is US\$25,000. The maximum annual budget for all funded proposals to address gaps in research is US\$50,000. This does not commit the AGRODEP initiative to fully disburse this amount of money under the Gaps in Research scheme every year, in particular if the management team and the SAB estimate that the proposals received are of low quality.

When there are funds left under this scheme, the management team may deem that these funds can be used for the Innovative research scheme and/or the Grants to provide financial assistance for research valorization window.

AGRODEP members may not receive additional funding from outside sources for research that is funded by an AGRODEP grant for innovative research without the written consent of the AGRODEP Management team.

3.3 Grants to provide financial assistance for research valorization

The maximum annual budget for all financial assistance for research valorization (including conference participation, training sessions, and publications submission fees) is US\$50,000. This does not commit the AGRODEP initiative to fully disburse this amount of money under the financial assistance for research valorization scheme every year.

When there are funds left under this scheme, the management team may deem that these funds can be used for the Innovative research scheme and/or the Gaps in Research window.

AGRODEP members may not receive additional funding or financial assistance from outside sources for covering the expenses reimbursed by AGRODEP under a grant to provide financial assistance for research valorization.

4. Copyright and Ownership of the Work

All intellectual property (IP) developed during the period of contract and related to the contract terms of reference shall be jointly owned by IFPRI and the proposal submitter. Such joint ownership shall continue after termination of contractual relationship, with regards to intellectual property developed while working under the contractual relationship with IFPRI. IFPRI shall have full, unrestricted rights in its use of such joint property. The submitter will also hold and may exercise their ownership rights; such rights shall be exercised in a manner consistent with the basic spirit of the IP policy position of IFPRI. For the full IFPRI Intellectual Property Rights policy, see Appendix A.

5. Conflict of Interest

All submitters must represent and warrant that, as of the date of the proposal submission, no conflict of interest exists or is likely to arise in the performance of his/her/its obligations under the proposal. If, during the terms of the project, a conflict or risk of conflict of interest arises, the submitter shall notify the AGRODEP management team immediately in writing of such conflict or risk or conflict.

Conflicts of interest include all financial and non-financial interests and relationships (see sections 5.1 and 5.2 for definitions of financial and non-financial conflicts of interest).

5.1 Potential financial conflicts of interest

Any financial relationship of any size from the past three years should be disclosed. Relevance for financial conflicts of interest is defined as a relationship of any value with a firm with a stake in the subject of the research or its competitors. These potential conflicts of interest include:

- Direct employment, either full or part-time;
- Grants and research funding;
- Consultancies;
- Travel grants, speaking fees, writing fees, and other honoraria;
- Membership on private sector scientific or other advisory boards, whether paid or unpaid.

5.2 Potential non-financial conflicts of interest

Submitters should disclose any strongly-held views about the research topic, including personal, political, religious, or intellectual opinions and academic interests or rivalries. Disclosable non-financial conflicts of interest would also include membership or affiliation with non-governmental organizations that have an interest in the research.

6. Research Ethics

All research conducted under the auspices of AGRODEP is expected to comply with IFPRI standards for the ethical conduct of research. IFPRI's research is guided by a mission of generating knowledge to reduce poverty, hunger, and malnutrition. IFPRI's strategy describes the Institute's programs and its research and capacity strengthening goals. In pursuit of these goals, research staff should adhere to the following guiding principles:

1. Integrity and Transparency
 - IFPRI generates knowledge and makes it available to all key stakeholders, without supporting any political regime or ideology.
 - The processes by which IFPRI's research topics are identified and its priorities are set are transparent. IFPRI's research approaches, methodologies, and results are state-of-the-art and are subject to peer review; IFPRI publishes its peer-reviewed research results and makes them available to all stakeholders.

- IFPRI recognizes that in some instances, initial research findings must be made available (with appropriate qualifications) to policymakers before a full, formal peer-review process is complete. Such research, including IFPRI discussion papers, is marked as “research in progress.”
- IFPRI does not shy away from making its voice heard regarding peer-reviewed research findings even if they conflict with conventional wisdom or certain stakeholder interests.
- Because some of IFPRI’s work is undertaken in complex political environments, the Institute is mindful that controversial policy research findings produced with research partners should not put those partners at risk.
- IFPRI’s policy advice is guided by research and not by individual opinions (about a country, government, etc.). IFPRI researchers must engage stakeholders with care, bearing in mind that as researchers, their primary role is to inform the debate and not advocate for a cause.
- In order to maintain its integrity and transparency, IFPRI discourages its research staff from working as de facto consultants for individual policymakers.

2. Partners and Donors

- IFPRI research aims to serve the poor, food insecure, and malnourished. Because these clients often do not have a strong voice, IFPRI researchers seek to take their interests into account when conducting and communicating research and capacity-strengthening initiatives.
- IFPRI’s research is conceived and conducted in consultation with stakeholders in an open manner. Exceptions to stakeholder consultation may include exploratory research or literature reviews.
- In principle, IFPRI aims to be financially independent. This entails that research programs be funded by multiple donors to avoid dependence on a single donor, though IFPRI recognizes this may not always be possible.
- The host institutions of IFPRI country- or regional-based programs are selected on the basis of the institutions’ strength in the area of policy research within the country, and on the basis of maximizing their impact on poverty reduction by generating public goods and knowledge and by strengthening national capacity. Host institutions with strong affiliations to particular political interest groups are avoided.
- Research partners are chosen on the basis of their professional competence or potential for competence; research program advisory committees should consist of a broad range of

members, including nongovernmental organizations such as universities, farmer and consumer organizations, and private-sector groups.

3. Regional and International Public Goods

- IFPRI undertakes policy research wherever the expected results will have global or regional impact (international public goods).
- Among other considerations, country-specific studies are selected where a significant poverty-reduction impact can be expected and where the knowledge generated can have a broader impact beyond the country studied.

4. Guiding Principles

- Research should directly or indirectly serve the poor—IFPRI’s ultimate clients.
- Research should be conceived and conducted in consultation with stakeholders in an open manner (exceptions noted above).
- Research funding should not be linked to pre-conceived research results.
- Research should be conducted in accordance with the principles of sound scholarship.
- Research should be freely disseminated, without censorship beyond normal quality controls.
- Context-specific research should create international public goods by having effects beyond the research site.

7. Dissemination

IFPRI views its own final research outputs as “International Public Goods” and as such shall use the most appropriate mechanisms to make these results freely available to all. These mechanisms include, but are not limited to, use of research to produce IFPRI publications (including discussion papers, briefs, notes, working papers, and books/monographs), posting of research results and publications to the AGRODEP and IFPRI websites, and dissemination of project progress and outputs through blogs and other social media outlets.

Grant recipients will also hold and may exercise their ownership rights for projects in which they have participated; such rights shall be exercised in a manner consistent with the basic spirit of the Intellectual Property policy position of IFPRI. (For the full IFPRI Intellectual Property Rights policy, see Appendix A.) Recipients have the right to publish the results of the project and must recognize the support of AGRODEP by including the following acknowledgement in all publications:

“This work was carried out through a grant from the African Growth and Development Policy Modeling Consortium, which is financed by the International Food Policy Research Institute [IFPRI](#), the Association for Strengthening Agricultural Research in East and Central Africa (ASARECA), the West African Council on Agricultural Research and Development (CORAF/WECARD), and the Food, Agriculture, and Natural Resources Policy Network (FANRPAN).”

Appendix A: IFPRI Intellectual Property Rights Policy

Principles of Intellectual Property Rights. Policies related to Intellectual Property Rights (IPR) and dissemination of research output is of great international interest and concern both to the CGIAR as a whole, and IFPRI in particular. Therefore, the International Food Policy Research Institute publicly states that it will operate under the following policy principles in regards to IPR matters. These principles are consistent with IFPRI's mission while allowing some flexibility to respond to global developments in how IPR is viewed by others with whom IFPRI cooperates in accomplishing its mission.

1. IFPRI will ensure that it is in full and complete compliance with U.S. and international IPR laws and regulations as they relate to its operations and programs.
2. IFPRI views its own final research outputs as "International Public Goods" and as such shall use the most appropriate mechanisms to make these results freely available to all.
3. IFPRI shall not seek IPR protection on its own final research outputs, unless such protection is clearly beneficial in terms of ensuring public access to such research results. In the case of copyrights IFPRI shall seek such protection as appropriate and indicate that free use is permitted subject to appropriate citation.
4. IFPRI adheres to the principle of unrestricted public access to its own final research outputs and will make such outputs freely available.
5. IFPRI shall continue its close collaboration with public organizations, private institutions and funding agencies in furtherance of its mission. In agreements between IFPRI and its collaborative partners, IPR provisions will be included that adhere to the following objectives: a) protect the collaborator's own confidential information as required by the collaborator's own policies; b) ensure that access to outputs of such collaborations are made available on a fair and equitable basis with as few restrictions as possible; c) allow for commercialization where it benefits the resource poor; d) require the collaborator to incur any costs associated with obtaining, maintaining, and commercializing any resulting IPR; e) ensure that all parties to the collaboration obtain a non-exclusive, irrevocable, world-wide, royalty-free right to use any resulting IPR; and f) require the payment to IFPRI of royalties based on the net profit of money earned on any resulting IPR.
6. IFPRI may seek IPR on its own inventions and materials developed by the center, including those obtained through research collaboration, where such IPR is necessary to ensure free access to these materials or technologies. In the area of copyrights, IFPRI shall seek such

protection as appropriate and in a manner that allows free usage of such materials with appropriate citation.

7. IFPRI shall distribute all appropriate research materials from the center together with a material transfer agreement (MTA) that shall ensure that recipients cannot seek IPR on the materials.