GRANT AGREEMENT

Pursuant to this agreement (the “Agreement”), the International Initiative for Impact Evaluation, Inc. (“3ie”) awards [legal name of institution] (the “Recipient”) an amount up to $ xxx[grant amount in word and numbers] (the “Grant”) to fund the Systematic Review entitled [Insert title and study code] (the “Project”).

In consideration of 3ie’s Grant for your Project, you agree to the following terms and conditions:

The Project and the Grant

1. 3ie agrees to provide the Grant in an amount up to __________________________ United States Dollars (US $ __________) to the Recipient for the purposes of the Project.

2. Use of Grant Funds

   (a) This Grant is made only for the purposes stated in this Agreement and any documents referenced herein. The Recipient may not use the funds for any other purpose unless written permission has been received from 3ie. The Recipient must inform 3ie if there are significant changes in the purposes of the Project, the use of Grant funds, or personnel who are important to accomplishing the purposes of the Project or if the Grant funds cannot be expended in the time period set forth in the Project. Any changes in the approved budget that exceed 10% of any line item must be approved in advance by 3ie. Any Grant funds, and income thereon, not expended or committed for the purposes of the Project, must be immediately returned to 3ie. In addition, any Grant funds expended for purposes or activities other than the purposes or activities for which Grant funds are made must be repaid to 3ie. The Recipient agrees to use the proceeds of the Grant solely to finance eligible expenditures for the Project, in accordance with the budget for the Project approved by 3ie.

   (b) The Recipient may not earmark or use any portion of the Grant funds to attempt to influence, directly or indirectly, any proposed or pending legislation, to participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office, or to induce or encourage violations of any national, state or local law or public policy. Further, the Recipient will not distribute any of the Grant funds to any private individual or organization, except to the extent that such payments represent payment of reasonable compensation for services rendered to fulfill the Grant’s purposes or as payment representing the fair market value of property purchased to fulfill the Grant’s purposes. Notwithstanding the
immediately preceding sentence, no portion of Grant funds may be used or designated as compensation or other consideration for fundraising. The recipient will use reasonable efforts to ensure that the Grant funds are used in compliance with all applicable anti-terrorist financing and asset control laws, regulations, rules and executive orders, including but not limited to, the USA Patriot Act of 2001 and Executive Order 13224. In addition, the Recipient acknowledges that none of the activities financed by this Grant violates any laws that prohibit corrupt payments to government officials for the purpose of obtaining or keeping business and that 3ie has not authorized any activity that would constitute such payments. The Recipient will use reasonable efforts to ensure that Grant funds are not used to make corrupt payments to government officials for the purpose of obtaining or keeping business.

**Term of Agreement**

3. The term of this Agreement shall be from _______ 20__, the start date for the Project, to _______ 20__, which is the agreed completion date for the Project.

**Project Execution**

4. The Project shall be executed by the *(complete and Legal Name of Institution)*. The Project’s Principal Investigators/Researchers are *(Name of PIs)*.

5. The Recipient shall ensure that the Project is carried out (i) with due diligence and efficiency; (ii) in conformity with appropriate research, administrative, technical, financial, economic, environmental standards and practices; and (iii) in accordance with the provisions of this Agreement. The Recipient shall also ensure that the funds, facilities, services and other resources required for the Project, over and above the Grant, are provided promptly as needed.

**Disbursement of the Proceeds of the Grant**

6. 3ie will disburse Grant funds to the Recipient upon 3ie’s receipt of this Agreement signed by an authorized officer of the Recipient. Grant funds shall be deposited in an interest-bearing account whenever feasible. Any income thereon shall be expended or committed for the purposes of the Grant.

7. The amount of the Grant shall be disbursed to the Recipient in four (4) tranches, in accordance with the following schedule:
# SR6.xxxx: Deliverable Schedule

<table>
<thead>
<tr>
<th>Date reports and deliverables due</th>
<th>Tranche payment up to the following&lt;sup&gt;1&lt;/sup&gt;</th>
<th>Reports and deliverables to be submitted to, and approved by, 3ie prior to disbursements by 3ie</th>
</tr>
</thead>
<tbody>
<tr>
<td>dd/mm/year</td>
<td>25%</td>
<td>(i) Original signed 3ie grant agreement</td>
</tr>
<tr>
<td>dd/mm/year (start date + 3 months)</td>
<td>25%</td>
<td>(i) Progress report in 3ie format, including fund utilization statement</td>
</tr>
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<td>(ii) Submission of Policy Influence Plan (PIP)</td>
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<td>(iii) Submission of a title registration form to the Campbell Collaboration (or other review support group e.g. Cochrane, as appropriate)</td>
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<td>(iv) Submission of draft protocol to 3ie</td>
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<td>(v) Submission of draft protocol to the Campbell Collaboration (in C2 format) (or other review support group, as appropriate)</td>
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<td>(vi) Submission of final version of the protocol to Campbell (or other review support group) and 3ie</td>
</tr>
<tr>
<td>dd/mm/year (Start date + 9 months)</td>
<td>25%</td>
<td>(i) Progress report in 3ie format, including fund utilization statement</td>
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<td>(ii) Submission of draft review to 3ie, of satisfactory quality to be externally peer reviewed</td>
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<tr>
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<td>(iii) Submission of draft review to the Campbell Collaboration (in C2 format) (or other review support group, as appropriate)</td>
</tr>
<tr>
<td>dd/mm/year (End date of grant)</td>
<td>25%</td>
<td>(i) Submission of final version of the systematic review report to Campbell (in C2 format) (or other review support group, as appropriate)</td>
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<td></td>
<td>(ii) Submission of final version of the systematic review report to 3ie (in 3ie format)</td>
</tr>
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<td>(iii) Policy brief based on the systematic review report (in 3ie format)</td>
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<tr>
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<td>(iv) Final Fund Utilization Statement</td>
</tr>
<tr>
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<td></td>
<td>(v) Summary of the systematic review (in 3ie template)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(vi) Dissemination activities as specified in policy influence plan</td>
</tr>
</tbody>
</table>

<sup>1</sup> Payable within a reasonable time after approval of the report and/or other deliverables related to such payments.

<sup>2</sup> “Fund utilization statements” means unaudited fund utilization statements for the preceding disbursement period and shall be signed and submitted by the chief financial officer (or equivalent) of the Recipient.
8. Disbursements, in whole or in part, may be withheld if 3ie program staff reasonably believes that Recipient is not meeting its obligations under this Agreement and has notified Recipient of the reasons for withholding such disbursements. No further disbursements shall be made by 3ie unless and until the Recipient has fully accounted for the use of the previous disbursement and planned expenditures in the next period and submitted all required reports and deliverables, and 3ie, using reasonable standards, has accepted such reports and deliverables.

9. The grant amount stated in paragraph 1 is in United States Dollars (USD). 3ie is liable to reimburse the grantee the amount in USD. 3ie will not cover for any exchange rate fluctuations.

**Accounts and Audits; Records**

10. The Recipient shall maintain separate ledger accounts and records for the use of the funds provided under the Grant. These accounts and records shall be maintained in accordance with generally-accepted accounting principles and appropriate record-keeping practices to ensure sound financial management systems and internal controls relating to the Grant. The Recipient shall retain its accounts and records for the Project for a period of 3 years from the Project Completion Date of this Agreement. This provision shall survive the termination of this Agreement.

11. The Recipient shall ensure that proper supporting documents (such as bills, invoices, receipts and vouchers) are procured and maintained to be available to be produced as evidence of Project expenditures if required by 3ie. If the Recipient fails to provide such evidence of expenditures when requested, 3ie reserves the right to disallow claims for such expenditures.

12. The Recipient acknowledges that it is receiving funds maintained for charitable and educational purposes from 3ie, including public funds 3ie received from its members, and shall provide a high level of accountability to 3ie in respect of the use of the Grant. The Recipient shall allow 3ie reasonable access during normal business hours to all accounting information and other records relating to the Project. If 3ie seeks access to information and records, it shall give the Recipient twenty (20) working days’ notice of such request. The Recipient shall provide the information requested no later than twenty (20) working days after receipt of such notice. 3ie may make copies of any documents and information provided. This provision shall survive the termination of this Agreement.

13. The Recipient shall ensure that the Project and the use of the funds provided by the Grant are covered by an annual audit performed by an independent accountant in accordance with U.S. or other internationally-accepted auditing standards adopted by the American Institute of Certified Public Accountants. However, where the Recipient’s audit entails selection of some projects to be audited each year, then 3ie will not require the project that is covered under this Grant to be selected. Where the Recipient’s audit entails the selection for auditing purposes of the project covered under this Grant, then 3ie will require that the
audit report include an audit note explaining how these funds have been spent. A copy of the audit report shall be provided to 3ie within six (6) months of the end of the Recipient’s financial year.\(^3\)

14. 3ie may arrange for an independent audit and financial review of the Recipient’s accounts and expenditures in relation to the Grant, and the Recipient shall allow 3ie and/or its designees to carry out such an audit or review. The Recipient shall cooperate with any on-site audit or review by making available all records and accounts relating to the Grant. Except as noted below, 3ie will pay for such independent audit or review, to be carried out at a mutually agreeable time. Concerning fixed benefit, facility and administrative costs rates payable, the purpose of such audit shall be only to verify that a recognized auditing agency has approved the institution’s rate structure. If the 3ie audit reveals a discrepancy of ten percent (10%) or more in any single amount reported to 3ie or collectively in all amounts reported to 3ie, then the cost of the audit shall be borne by the Recipient and 3ie shall have the right to deduct such cost from any amount still owing to the Recipient.

15. If any part of the Grant is used to purchase any durable assets (e.g., vehicles or computers), such assets shall be either (i) transferred upon the completion or termination of the Project to 3ie or 3ie’s designee at 3ie’s expense; or (ii) disposed of in accordance with the Recipient’s asset disposal policy after receiving the prior approval of 3ie. Notwithstanding anything contained in this Agreement to the contrary, no Grant funds may be used to purchase an asset costing more than US$2,500.00.

**Reporting**

16. The Recipient shall report to 3ie at the times specified in paragraph 7 of this Agreement. The current contact person at 3ie for this Project is Ami Bhavsar (email: abhavsar@3ieimpact.org). The Recipient agrees to report via email to Ami Bhavsar, and copied to (sr6@3ieimpact.org) at the times specified in the Deliverable Schedule Table. Detailed guidelines for reporting are provided in the “3ie grantee reporting requirements” document. All reports shall include the following information:
   a. A summary of all activities completed during the reporting period.
   b. An assessment of the extent to which the objectives of the Project have been met to date.
   c. A note on any problems that have occurred, and how they were resolved, if at all.
   d. The activities and budget planned for the following reporting period.
   e. Details of any emerging problems which could place the Project at risk during the following reporting period.
   f. A list of any products produced during the reporting period.
   g. A detailed explanation of any departures from the activities or evaluation design as laid out in the application. In accordance with paragraphs 1 and

\(^3\) This paragraph will apply only in Grant Agreements where the total amount of the grant is above $200,000.
39 of this agreement, any material changes to the design or budget must be requested through a formal request for variation.

h. A Policy Influence Plan (PIP) report

i. A full reconciliation of expenditures against the budget for the reporting period.

17. In addition to the reporting requirements specified in this Agreement, the Recipient agrees to provide 3ie with information reports on the Project activities on request, as well as to provide any additional information to 3ie which they reasonably request.

Review of the Project

18. 3ie shall review the status of the Project and the implementation of this Agreement from time to time. During such a review, the Recipient shall cooperate fully with and respond promptly to all reasonable requests from 3ie for information. All protocols and systematic reviews are subject to expert peer review. In particular, the recipient will register the title, protocol and report with the Campbell Collaboration, or appropriate review group as agreed with 3ie. Any waiver of this requirement must be obtained from the Deputy Director of the 3ie program. The Recipient shall respond in writing to comments received from peer reviewers and 3ie, indicating how these comments have been taken into account.

Responsibilities of Recipient

19. The Recipient shall be fully responsible for the acts, omissions or negligence of its employees, agents, representatives and contractors. 3ie shall not be responsible for any losses, damages or injuries caused to any persons resulting from the acts, omissions or negligence of the Recipient’s employees, agents, representatives or contractors.

20. 3ie shall not have any responsibility for any insurance coverage for, or indemnification of, the Recipient’s personnel or property.

Original Work

21. The Grant is being provided for the undertaking of new original work by the Recipient. 3ie regards plagiarism as a serious violation of research practices and academic ethics. The Recipient represents to 3ie that (a) all work (as defined below) that is produced under this Agreement is original or the Recipient has obtained all permissions, releases, rights or licenses required to grant the rights and assignments granted herein without obtaining any further releases or consents; and, (b) the work does not violate, infringe or misappropriate any third party’s copyright, trademark, right of privacy or publicity, or other personal or proprietary right, and does not contain any materials that are defamatory.
Intellectual Property Rights and Dissemination

22. For the purposes of this Agreement, “work” means all inventions, improvements, discoveries (whether or not patentable or copyrightable), databases, documents, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Recipient, its officers, employees, agents, and subcontractors, either individually or jointly with others in the performance of this Agreement. “Work” shall include any and all material that:

   a. is or may be copyrightable under copyright law of [insert the United States or the home country of the Recipient, as agreed between the parties]; and

   b. is produced by the Recipient or its officers, employees, agents and subcontractors in the performance of this Agreement or the 3ie Agreement.

   “Work” includes such items as reports, books, journal articles, software, databases, sound recordings, videotapes, and video discs.

23. The Recipient shall own the copyrights to the work produced under this Agreement. Upon production of any such work, the Recipient shall automatically grant to 3ie an irrevocable, worldwide, royalty-free, non-exclusive license to use, reproduce, publish or re-publish, or otherwise disseminate such copyrighted work for 3ie’s charitable and educational purposes. 3ie shall credit the Recipient’s authorship on all copies of the works that are disseminated.

24. The Recipient shall have the right to publish, disseminate and use, in whole and in part, the Project findings developed under this Agreement. Prior to publication, dissemination or use of the Project’s findings, 3ie program staff shall be provided a thirty (30) day review process, provided that such review does not interfere with the technical and scholarly content of the Project’s findings. The Recipient shall provide 3ie a copy of any publication, dissemination or use of the Project’s findings promptly after such publication, dissemination or use. The Recipient shall give appropriate credit to 3ie when publishing, disseminating or otherwise disclosing such Project findings.

25. All articles published by the Recipient or its employees shall contain the following notice in a conspicuous place: “Research discussed in this publication has been funded by the International Initiative for Impact Evaluation, Inc. (3ie). The views expressed in this article are not necessarily those of 3ie or its members.”

26. The Recipient shall place all data collected under the Project, together with adequate documentation (survey instruments, code sheet and description of the construction of aggregate and composite variables) prior to the payment of the final tranche of the grant, unless another schedule has been mutually agreed upon by the parties. This can be done by submission of such data to 3ie to place on 3ie’s website, or any other publicly available website (to which a link will be provided from the 3ie website).
27. The Recipient shall (i) assist 3ie in presenting the Project findings and policy implications for policy makers; (ii) submit at least one paper on the Project findings and policy implications to an international peer-reviewed journal; (iii) provide a policy brief based on the systematic review report. The format of this brief should comply with 3ie’s template for policy briefs; (iv) provide a summary of the systematic review to be added to 3ie’s systematic review database, using a format specified by 3ie; (v) provide summaries of eligible primary studies (high quality impact evaluations) included in the systematic review to be added to 3ie’s impact evaluation database, using a format specified by 3ie; and (vi) be available for policy-related follow-up including, but not necessarily restricted to, policy briefings and participation in thematic workshops.

28. The Recipient and 3ie shall respect the confidentiality of information expressly provided by each of them as “confidential”, “restricted”, or “in confidence” and identified as such in writing. The Recipient and 3ie shall not disclose such information to any third party without first obtaining the written consent of the other party. 3ie and the Recipient recognize, however, that either of them may be required by law or government regulation to disclose such information and, therefore, the confidentiality of information cannot be guaranteed.

Compliance with Laws

29. The Recipient shall comply with all applicable laws in connection with the performance of its activities under the Project, including but not limited to all applicable rules, policies and procedures governing the use of human subjects in research and privacy. In particular, the Recipient shall take all necessary steps to ensure that it complies with any data confidentiality and data protection requirements under the Recipient’s national laws.

30. The Recipient may not earmark or use any portion of the Grant funds to attempt to influence, directly or indirectly, any proposed or pending legislation, except insofar such activities relate to the dissemination of findings from this Project, nor to participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office, or to induce or encourage violations of law or public policy. Further, Recipient will not distribute any of the Grant funds to any private individual or organization, except to the extent that such payments represent payment of reasonable compensation for services rendered to fulfill the Grant’s purposes or as payment representing the fair market value of property purchased to fulfill the Grant’s purposes. Notwithstanding the immediately preceding sentence, no portion of the Grant funds may be used or designated as compensation or other consideration for fundraising. The Recipient will use reasonable efforts to ensure that Grant funds are used in compliance with all applicable national anti-terrorist financing and asset control laws, regulations, rules and executive orders.
Relationship between the Parties

32. Both parties agree that the Recipient is an independent contractor and shall be responsible for carrying out the Project.

33. The Recipient shall be responsible for all Project management, monitoring, accounting and reporting on the Project.

34. Both parties agree that this Agreement shall not be construed as creating a legal partnership, or relationship of employer and employee, or principal and agent, between or among the parties.

35. The Recipient shall in no circumstances, during or after the term of this Agreement, make any commitments on behalf of 3ie relating to any funding or commitments under this Project or any other project.

Promoting 3ie’s Support

36. The Recipient shall acknowledge 3ie’s support for the Project in any publicity material, including but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Recipient or its employees individually or jointly with others or any subcontractors, media reporting and annual reports. The Recipient shall not use the logo, logo design, branding or name of 3ie or the names of their employees in any advertisement or promotional publicity with reference to this Agreement or any product or service resulting from this Agreement, without the prior written approval of 3ie, as the case may be. 3ie shall not use the logo, logo design, branding or name of the Recipient or any of its employees in any advertisement, or promotional publicity with reference to this Agreement or any product or service resulting from this Agreement, without the prior written consent of the Recipient.

37. 3ie may include information about this Grant and/or Project in its periodic public reports and may make information about this Grant and/or Project public at any time on its website and as part of press releases, public reports, speeches, newsletters, and other public documents. By accepting these Grant funds, the Recipient agrees to such disclosure.

38. The fact that 3ie has entered into this Agreement shall not be used by the Recipient as any form of endorsement by 3ie of the Recipient or any of its employees, agents or subcontractors.
Variation

39. The terms of this Agreement, including the purpose of the Project and payments hereunder may be modified, limited, extended or terminated by agreement of the parties. No variation of this Agreement shall be effective unless it is agreed in a formal amendment signed by both parties. The Recipient shall first obtain written approval from 3ie prior to incurring any additional costs or undertaking any additional tasks prior to the expiry of this Agreement.

No Implied Waivers

40. Failure by any party at any time to require performance by any other party of any provision of this Agreement shall in no way affect the right to require full performance any time thereafter, nor shall the waiver by any party of a breach of any provision of this Agreement constitute a waiver of any succeeding breach of same or any other provision, nor constitute a waiver of the provision itself.

Extraordinary Events

41. Neither party shall be liable for any failure to perform or any delay in performing its obligations under this Agreement where the cause of such failure or delay is beyond that party’s reasonable control. The party claiming inability to perform its obligations for this reason shall immediately give written notice to the other. However, this provision does not in any way limit or reduce the obligations of the Recipient under paragraph 19 of this Agreement.

Settlement of Disputes

42. Both parties shall make every effort to resolve amicably by informal negotiation any disagreement or dispute arising between them under or in connection with this Agreement. In doing so, the parties shall be guided primarily by the specific terms of this Agreement and their common interest in promoting the research funded by the Grant, and act in good faith in a spirit of goodwill, partnership and cooperation.

43. Any controversy or claim arising out of or relating to this Agreement, or the breach of this Agreement, which the parties are unable to resolve by mutual agreement or mediation, will be settled by arbitration in Washington, District of Columbia, United States of America, or other location agreed to by the parties, in accordance with the Commercial Arbitration Rules of the American Arbitration Association. Any decision made pursuant to such arbitration will be binding on the parties and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. As part of the arbitration award, the prevailing party will be entitled to recover from the losing party all of the prevailing party’s costs, including attorneys’ fees.
Termination

44. Where, in the reasonable opinion of a party, the other party has breached any material provision of this Agreement and the alleged breach is not remedied to the reasonable satisfaction of the party alleging such breach within thirty (30) days after the other party's receipt of written notice of such alleged breach, then the party alleging such breach may terminate this Agreement, with such termination to be effective immediately upon receipt of written notice of termination by the other party.

45. Either Party may at any time terminate this Agreement, by giving notice to the other Party, if the other party becomes bankrupt or otherwise insolvent. Termination will be effective immediately upon receipt of the notice of termination.

46. Any funds remaining unspent at the completion or termination of the project shall be returned to 3ie within 60 days of the completion or termination of the Project.

47. The funding for this Grant that 3ie is using to support the Project was obtained by 3ie from one or more funders (the “Primary Funder”) and may be subject to requirements and restrictions regarding the use of the funds, including that the funding may be paid to 3ie in installments over multiple years or may be terminated (the “Primary Funder Restrictions”). 3ie program shall notify the Recipient if (a) the Primary Funder terminates the payments to support the Project or (b) amends the Primary Funding Restrictions to modify the payment, including the amount or timing, of the funds in any way that determines impacts 3ie’s ability to provide funding for this Grant. At any time after such termination or modification, 3ie may, in its sole discretion, terminate any payments scheduled to be paid under the payment schedule set forth in paragraph 7 of this Agreement. Upon such termination of funding, the Recipient shall repay to 3ie any Grant funds not yet spent or reasonably committed.

Communications and Notices between Parties

48. All communications between the parties to this Agreement, including any legal or formal notices, shall be addressed in writing to the persons and addresses specified below. The term “in writing” means communicated in written form, in English, with proof of receipt.

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<thead>
<tr>
<th>For 3ie:</th>
<th>[Title of official or designated Project Director]</th>
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<tbody>
<tr>
<td></td>
<td>[Name of Recipient]</td>
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<td>[Department or Office]</td>
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<td>[Address]</td>
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<td>[Facsimile No: ______________]</td>
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<td>[E-mail address: ____________________________]</td>
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</table>
Assignment

49. The Recipient may not assign this Agreement, in whole or in part, at any time, without the prior written consent of 3ie, which consent may be withheld by 3ie in its sole discretion.

Entire Agreement

50. This Agreement supersedes any prior oral or written understandings or communications between these two parties and constitutes the entire agreement of these two parties with respect to the subject matter hereof.

No Agency or Partnership

51. Nothing in this Agreement constitutes your appointment as an agent or legal representative of 3ie for any purpose whatsoever. This Agreement does not create any agency, partnership, or joint venture between the parties.

Governing Law

52. This Agreement shall be governed by and construed in accordance with the laws of the State of Delaware, United States of America applicable to agreements made and to be performed entirely within such State.

Effectiveness of the Agreement

53. This Agreement shall become effective upon the execution of this Agreement by both parties.

The undersigned, being duly authorized to do so, have executed this Agreement on the ________ day of __________, 20__. 

Signed for an on behalf of

INTERNATIONAL INITIATIVE FOR IMPACT EVALUATION, INC.

_______________________________
Dr Phil Davies, Deputy Director
Signed for and on behalf of

[NAME OF RECIPIENT]

____________________________________
Authorized Signatory