



Call for proposals guidelines for LBS applicants and awardees

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Guidelines for applicants

About the Wheeler Institute

A primary objective of the Wheeler Institute is to stimulate and support research at the intersection of business and development, with a particular emphasis on research in the developing world. Our ambition is to be a pre-eminent hub for trusted insights on business solutions to development challenges. We are impartial, academically rigorous and take a systemic view on problems. Our approach is multidisciplinary and problem focused.

Our research mission

The Wheeler Institute aims to promote research that applies business insights to address the world's most pressing challenges. We are particularly keen on business research that addresses economic and social challenges in the developing world, although we recognise the often inter-connected nature of these challenges, and their linkages to those in the developed world. Business contributions for development can be examined through the lens of any functional area or discipline and we leave it to those applying for support to argue the relevance and impact of their work to the topic of business and development.

For an illustration of our work, explore the examples showcased on our [website](#), our [blog](#) and in our [Business Research for Impact](#) brochure.

Eligibility

The Wheeler Institute's Call for Proposals is open to LBS Faculty, PhD Students, Post-Doctoral Students and Research Fellows. We support research in any stage of its lifecycle and will consider applications from all subject areas across the School: Accounting, Economics, Finance, Marketing, Management Science and Operations, Organisational Behaviour, Strategy and Entrepreneurship.

Funding period

The Wheeler Institute calls for proposals up to twice per academic year, typically in February/March and/or September/October. Eligible applicants may apply for research funding of up to £20,000.

We aim to make grants available quarterly on 1 August, 1 November, 1 February or 1 May, subject to application deadline and availability of the call for proposals committee.



Our grants have a life span of 18 months. In compliance with the LBS policy in support of donor funding, any funds will be automatically returned to the Wheeler Institute if a) they have not been used within 18 months or b) if the grant holder has graduated and/or their contract with LBS has terminated before the end of the funding period. If the graduate has a co-author of LBS faculty, those funds may support publications with 6 to 9 months of graduation.

Funded activities

The type of research activity that we will favour can be sought for:

- Research costs
Research assistance and other expenses incurred while conducting research or processing data.
- Data acquisition costs
Expenditure on data and software is eligible, although applicants are asked to explore whether the items are already available from the LBS Library or IT Service. Please confirm that such enquiries have been made in your proposal.
To obtain appropriate academic quotes, preferred formats, structures for multiple access to the data, etc. please contact the Library for advice (Laura King, E-Resources Manager, lking@london.edu or +44 2070007622).
Dataset contracts should always be submitted to the Library prior to signature, to ensure that the contract meets School requirements as well as your own.
The School benefits from the Library being involved in all dataset purchases so that we have a central overview of all subscriptions. It is desirable that applicants seek multi-user licenses to open datasets for use by other faculty.
- Conference travel costs
We may consider the funding of conference travel costs to support the proposed research.

This is not a closed set of activities. Applications for funding of other activities that are a part of research projects will also be warmly welcomed where these are congruent with the Institute's overarching objectives.

Exemptions

- IT equipment
Our grants are not intended to support the purchase of IT hardware: our grants may only be used for such items if the equipment specifically supports the research outlined in the application (and approved by the Call for Proposals Committee).
- Expenditure prior grant approval
Expenditure incurred prior to the date of notification of success is generally ineligible; if your project is time-sensitive please contact the Wheeler Institute to discuss this.
- 'Revise and resubmit'



There is a supplementary process for funding 'revise and resubmits' requests. These tend to be urgent and typically need small sums, perhaps for further data collection or some RA time.

- **Buy-outs**

We will not fund research buy-outs and journal submission costs.

- **Other exemptions**

Additionally, the Wheeler Institute grant may not be used to 'top-up' an individual budget.

Selection criteria

The Wheeler Institute seeks to acknowledge outstanding, novel, and impactful research at the intersection of business and development, with a particular focus on the developing world.

The Wheeler Institute recognises that business contributions for development can be examined through the lens of any functional area or discipline. We leave it to those applying for support to argue the relevance and impact of their work to the topic of business and development.

However, topics that fall at the outer edges of these fields will have lower priority than those with a strong fit to the interests of the Wheeler Institute.

Our call for proposals committee will make the final selection based on the following criteria:

- **A strong fit with the Wheeler Institute's objectives and research agenda**

Please note, as an Institute and pre-eminent hub for trusted insights on business solutions to development challenges, we will prioritise proposals that meet this criterion.

- **The research is aimed and likely to be publishable in a top-tier journal**

Please get in touch with RFO to enquire about a list of A-List-Journals where the highest impact research in the field is typically published.

- **A strong letter of support from supervising LBS faculty**

Please note, a letter of support is compulsory for any PhD students, post-doctoral students, research fellows as well as non-tenure-track faculty whose paper will be solo-authored. The letter should reflect the quality of the proposal by indicating the potential impact and the extent to which it is likely to result in a top-tier publication.

- **Practical contribution**

Research that offers tangible solutions and aims to achieve economic and social impact.

- **Theoretical contribution**

Research that is novel in its approach in exploring new concepts.

- **Empirical contribution**

Research that uses an appropriate methodological approach.



Application process

Open calls will be announced [here](#). We ask applicants to submit their proposal using the online application portal *Interfolio* by completing the requested research proposal form. We ask for applications to be made during open call for proposals; however, we may consider applications for funding outside of the bidding rounds.

✓ **Provide a letter of support from LBS faculty**

Please note a letter of support is compulsory for any PhD students, post-doctoral students, research fellows as well as non-tenure-track faculty whose paper will be solo-authored.

✓ **Complete the research proposal form**

- ***Synopsis*** (~150-200 words)
- ***The demonstrated fit with the Wheeler Institute's mission*** (~150-200 words)
- ***Practical, theoretical, and empirical description of the research*** (~6000 characters)
Relevant background, research methodology, design, data collection and anticipated timelines – and how the research is novel. Please illustrate whether this proposal will generate a new dataset and why it may be a milestone for others, too.
- ***Details of funds requested***
How funding will be used, including indicative headline budget lines. The wider funding strategy – whether the project has already received some funding and whether our funding may unlock additional sources of support.

Data subscriptions: Applicants are asked to explore whether the items are already available from the LBS Library or IT Service. Please confirm that such enquiries have been made in your proposal. **For any data subscriptions please ensure to contact the library for accurate calculations, taking VAT into consideration.**

- ***Publication plans***
The name of target journal(s) and timeline.
- ***Acknowledgment***
Applicants should confirm in writing that, in consideration of the support, they agree to the following:
 - To support the Wheeler Institute to create written and video content, both at the outset of the project and later when results and working papers are available. In common with other of the school's publications, faculty have editorial rights.
 - To provide a short bi-annual update to be used for the Institute's submission to the School's 'Research Centre Review Committee' (RCRC).
 - To make us aware of any presentations, working papers and publicity arising from the research.
 - To acknowledge the Wheeler Institute's support in publications ("We are grateful to the London Business School's Wheeler Institute for Business and Development for supporting this research").
 - If requested, to provide an end-of-grant report in the 3 months following the end of the funding.



Call for proposals committee

Members of the call for proposals committee reviews applications and consider successful proposals:

Kamalini Ramdas (chair)	Professor of Management Science and Operations
Elias Papaioannou	Professor of Economics, Academic Co-Director of the Wheeler Institute
Paolo Surico	Professor of Economics
Olenka Kacperczyk	Professor of Strategy and Entrepreneurship
Ahmed Tahoun	Associate Professor of Accounting
Tiago Martinho	Executive Director of the Wheeler Institute
Trias Kolokitha-Schmitz	Senior Research Manager of the Wheeler Institute
Bina Mistry	Team Administrator of the Wheeler Institute



Guidelines for awardees

Funding period

Our grants have a life span of 18 months. In compliance with the LBS policy in support of donor funding, *any funds will be automatically returned to the Wheeler Institute if a) they have not been used within 18 months or b) if the grant holder has graduated and/or their contract with LBS has terminated before the end of the funding period.* If the graduate has a co-author of LBS faculty, those funds may support publications with 6 to 9 months of graduation.

Cost centres

Successful applicants will be able to access their grants and claim expenses via their dedicated Wheeler Institute cost centre. It may take up to 4 weeks to create a new cost centre, from the date of notification of success.

Re-allocation of funds

It is possible to make changes to the original budget proposed in the application if it is within the total budget awarded and the expenditure remains eligible within the rules of the funds. Where the changes are up to 10% of the total budget, grant recipients can amend the budget without seeking prior permission.

Where the proposed budget changes exceed 10%, an email should be sent to wibdresearch@london.edu for approval *prior* to the expenditure being incurred. A note of the changes to the budget should be added to your end-of-year report.

Top-up funding

Previous Wheeler Institute call for proposals grant holders may seek top-up funding up to £5,000, subject to approval from the call for proposals committee. Applicants are requested to write a progress report on their research they are currently receiving funding for. Please send your request to wibdresearch@london.edu.



Datasets

To set up a subscription, we advise to *coordinate in advance* with the LBS Library to obtain appropriate academic quotes, preferred formats, structures for multiple access to the data, etc. All contracts need to be sent to Laura King *before a final commitment* to ensure that any contract with a data supplier is fit for purpose and has been revised by the School lawyer if necessary.

IT equipment

Our grants are not intended to support the purchase of IT hardware; however, our grants may be used for such items if the equipment specifically supports the research outlined in the application (and approved by the Call for Proposals Committee).

All purchases are to be made in accordance with the School's IT policies. Any IT hardware needs to be approved by IT (help@london.edu) and the Wheeler Institute *prior purchase*. This is to ensure equipment meets School IT requirements, is purchased with insurance/warranty, and that value-for-money opportunities have been achieved through central IT purchasing.

IT will need to asset the IT hardware you have purchased. *Please attach receipt and confirmation email from IT to the expense claim when claiming your expenses.*

Please note that any IT equipment purchased with your grant belongs to the School and needs to be returned by the end of the project and/or when your contract with LBS terminates. In some circumstances you may be able to purchase the equipment from IT if you wish to keep it. Please contact IT at help@london.edu to discuss this.

LBS expenses policy

Please consult the School's current expenses policy for advice on policies related to expenditure. To download the expenses policy, please log into <https://portal.london.edu>, click on Operations>Accounts>Expense Claims>Expenses and follow the guidance.

This guide clarifies what you can claim and what won't be reimbursed. If you are unsure about what you can claim, please contact accts.expensequeries@london.edu who will be best placed to assist you with your query.

Expenses and invoices

Please note, expenditure incurred prior to the date of notification of success is generally ineligible. To claim eligible expenses, please log into <https://portal.london.edu>, click on Operations>Accounts>Invoices>Payments>Expense Claims and follow the guidance.

For reference, a user guide is available [here](#).



To raise a purchase order and process an invoice click on Operations>Accounts> [SunSystems Procurement](#).

For reference, Procurement guides, procedures and policies with regards to submitting invoices and engaging with external suppliers/Research Assistants are available on Portal. Click on Operations>Accounts>Procurement and follow the guidance.

When claiming expenses and submitting invoices, *please ensure to only use your individual Wheeler Institute grant cost centre number and to provide a brief description* about what the expenditure/service is for, the title of your research, WIBD call for proposals.

If your assistant will be processing expenses and invoices on your behalf, please kindly remind them to *only use this cost centre number and to provide the cost centre and a description when processing and submitting invoices*. Once an invoice is submitted, a small window will appear on the screen where they will again be required to enter a description of the services, the title of your research and the cost centre number. This will allow the budget holder – Amelia Whitelaw, who is responsible for authorising all expenses, purchase orders and invoices – to know what she is approving, prior to any payments being made.

If you have any queries with regards to submitting expenses, purchase orders (POs), invoices, process/procedures in relation to adding suppliers on Procurement, please contact your Faculty Assistant / Subject Area Manager in the first instance who might be able to help.

Reimbursement for expenses only will take place weekly, once the claim has been fully approved by the budget holder and audited by the Finance team at the School. The system will display the status of an expense payment.

Payment for invoices shall be made by the School *within thirty days* of the date of receipt of the invoice.

Bi-annual update

Twice a year, typically in November/December and April/May we will reach out to you to request a short update about your research progression to be used for the Institute's submission to the School's Research Centre Review Committee (RCRC).

End-of-grant reporting

Reporting on the Wheeler Institute research funding is a requirement and should be submitted to wibdresearch@london.edu in the 3 months following the end of the funding, unless the Wheeler Institute advises otherwise. The format for the report is given in Annex 1.

Contact

For any queries, please contact us at wibdresearch@london.edu.



Annex 1: Reporting template

Awardees are required to submit a short report within 3 months of the close of their awards to wibdresearch@london.edu. The report should provide the Wheeler Institute Committee with a brief report of the project and list any outputs, public engagements or impacts that have resulted from the project.

Applicant Information	
Name	
Title	
Subject area	
Email	
Date of report submission	
Project review	
Short summary of up to 100 words	
Year and month of award	
Sum applied for in £	
Sum spent in £	
Cost centre number	
Outputs produced (including working papers with URL)	
Public engagement (i.e. presentation on conferences)	
Impact of research	
Do you have any plans for further research resulting from this project?	