Guidelines for IAIA Innovation Grants

Innovation Grants are a competitive source of funds provided by the IAIA Board to encourage members, Sections, Branches, and Affiliates to undertake innovative projects that advance IAIA's strategic direction. The Board funds a small number of grant projects (2–4) each year, depending on available funds, that move IAIA forward in one or more desirable directions, such as:

- Growing the organization's membership, influence, and involvement
- Expanding educational products and services
- Strengthening finances and organizational activities

1. Applications will be accepted from IAIA members (including Affiliate members), Affiliates, Branches, or Sections and must be received by IAIA HQ on or before the due date. Current IAIA Board members are not eligible to apply while serving on the IAIA Board of Directors. Membership in IAIA or one of its affiliates must be current at the time of application. Decisions will be made by the Grant Review Committee.
2. Applications must be submitted using the application template provided.
3. Applications should request between US$2,000 and US$5,000; $5,000 is the maximum amount that will be considered.
4. Budget use: Grant funds may be used to compensate applicant(s) for their own time as part of the itemized budget.
5. Disbursement**:** For projects six months or less, 50% will be disbursed at inception and 50% upon IAIA HQ's receipt of the final report. For projects longer than six months, 50% will be disbursed at inception, 40% upon IAIA HQ's receipt of the interim report at the project's stated mid-point, and 10% upon receipt of the final report.
6. Timeframe: Projects must be achievable within a 12-month period.
7. Projects which are able to leverage financial and/or in-kind support from other organizations are encouraged.
8. No Affiliate, Branch, Section, or individual will be able to hold more than one Innovation Grant at a time.
9. Grants will not be given to anyone who has received an IAIA Innovation Grant in either of the two previous grant cycles.
10. Innovation Grant funding is not intended to support IAIA membership or the costs of attending IAIA conferences.
11. Applicants are expected to produce an output of some kind that will provide members with insight into the work accomplished as part of this grant. This output will be posted on IAIA's website.

12. Projects of interest to a broad impact assessment audience will be viewed more favorably than those of interest only to a specific country or region.
13. Reports: An interim report (for projects over six months) and a final report are required, using templates provided by IAIA HQ. These must be distinct from any other interim or final reports included in the project's own plan. The final report is due within 30 days of project completion.
14. Grants that involve an IAIA publication or resource as a final product are subject to additional requirements:
    a. Eligible for new IAIA publications only — not revisions or updates to existing IAIA publications
    b. Subject to additional review under IAIA's Publication Policies and Procedures; applicants must complete an additional section of the application form
    c. Will feature IAIA's logo on the front cover. Other logos may be negotiated based on time and funding contributed by partner organizations.
15. Grant Review Committee conflicts of interest: Committee members must disclose to IAIA HQ, prior to reviewing applications each cycle, any personal, professional, or financial relationship with an applicant that could reasonably be seen as a conflict of interest and must recuse themselves from evaluating that application.

Evaluation Process & Criteria

Step 1 — Eligibility Screen

Applications are first reviewed to confirm they meet baseline eligibility. Applications that fail this screen will not proceed to merit review.

- Applicant is an eligible IAIA member, IAIA Affiliate member, Affiliate, Branch, or Section, with membership current at the time of application
- Applicant does not currently hold another Innovation Grant
- Applicant was not awarded an Innovation Grant in either of the two previous grant cycles
- Requested amount falls within US$2,000–$5,000
- Proposed timeline does not exceed 12 months

Step 2 — Merit Review

Applications passing the eligibility screen will be evaluated by the Grant Review Committee against the following equally-weighted criteria:

- Persuasiveness of the argument that the project is genuinely innovative
- Degree of benefit to IAIA and/or its members
- Clarity of defined objectives, activities, outputs, and outcomes, including measurable indicators of success
- Qualifications and experience of the proponent(s) to undertake the work
- Alignment with one or more elements of IAIA's Strategic Plan: Delivering member value, Developing the profession and future professionals; Raising the profile of impact assessment.
- Breadth of relevance — projects of interest to a broad impact assessment audience will be viewed more favorably than those relevant to a single country or region
- Preference will also be given to projects able to leverage financial and/or in-kind support from other organizations.

Applicants will typically be notified of their application status within approximately four weeks of the application deadline. Applicants not selected for funding may reapply in a future grant cycle.

Issuing these Guidelines and Application does not bind IAIA to make any award(s). IAIA reserves the right to reject any or all proposals submitted and to make an award where it appears it will be in the best interest of IAIA. Any application received after the specified date shall be considered only at IAIA's discretion.