

Procedure for Knowledge for Change (KCP) Grant Modification Request (GMR)

I. Purpose and application

This procedure outlines the circumstances, evaluation criteria, and approval process for submitting a KCP Grant Modification Request (GMR) using the [*Knowledge for Change \(KCP\) Grant Modification Request \(GMR\) Form*](#).

II. Forms of Grant Modification Request

Through a GRM, the following changes to the KCP grant can be introduced:

- (i) Extension of grant's closing date.
- (ii) Modification of the grant's originally approved scope of work or research, or adjustments to align the grant with performance outcomes, to ensure it achieves its intended objectives.
- (iii) Additional funding

III. Conditions for GMR consideration

Requests for GMR are reviewed on a case-by-case basis and will be considered only if the following criteria are met:

- (i) **Compliance and Reporting.** There are no outstanding Grant Reporting and Monitoring (GRM) requirements for the grant.
- (ii) **Implementation Progress.** The grant's implementation progress must be rated at least "Satisfactory."
- (iii) **Extraordinary Circumstances.** GMR will be considered only under extraordinary circumstances or in situations beyond the control of the Task Team Leader (TTL) as outlined in paragraph IV of this Procedure.

IV. Explanation of Extraordinary circumstances

Extraordinary circumstances causing implementation delays or impacting the original scope of research that could warrant grant modifications, include but are not limited to:

- (i) Unforeseen difficulties with data collection / data availability
- (ii) Political instability in the country of research, including deterioration in security conditions
- (iii) Major natural disasters
- (iv) Changes in government policy
- (v) Significant procurement or staffing delays beyond TTL's control
- (vi) Delay in grant's partner delivery
- (vii) TTL's unforeseen leave of absence.

These factors, if documented, may justify adjustments to the scope, timeline, or implementation arrangements to ensure the grant's objectives remain achievable.

V. Conditions for Grant Closing Date Extensions

- (i) Extension of the grant's closing date has not been granted before (extension of the grant's closing date can be only requested once during the lifetime of the grant).
- (ii) Extensions of grant's closing date are limited to a maximum of 6 months beyond the standard 24-month KCP grant duration. Extensions beyond this period will only be considered under extraordinary circumstances mentioned under paragraph IV of this Procedure.

In addition, a request for an extension of the grant's closing date will be considered if:

- (i) Substantial progress has been made toward grant objectives.
- (ii) A revised work plan and timeline are submitted to justify the extension.
- (iii) No additional funding is requested as part of the extension.
- (iv) TTL and core team members confirm their continued availability to implement the grant during the extended period.

VI. Conditions for Grant Scope Modification

- (i) Proposed grant's scope modification must not alter the Development Objective of the grant or its primary research focus.
- (ii) Deviations from the original research purpose must remain consistent with the grant's approved scope.
- (iii) Modification of the grant's original scope of research or adjustments to align the grant with performance outcomes requires prior approval from TTL's manager before they can be considered by the KCP Program Management Unit (PMU).

VII. Conditions for Additional Funding

- (i) Additional funding is required as a result of changes and expansions to the grant original scope.
- (ii) Additional funding request will include a clear explanation of how the proposed expansion aligns with the original development objective, a detailed budget and justification outlining how the additional funds will be used.
- (iii) Additional funding will be considered when evidence of strong grant performance to date is presented, including progress against deliverables and disbursement.
- (iv) Additional funding will be considered only after all alternative funding sources have been fully explored and deemed unavailable at the time of the request.
- (v) Additional funding request requires prior approval from TTL's manager before they can be considered by the KCP PMU.

VIII. Processing steps / Roles and responsibilities

- (i) Extension of grant's closing date.
 - a. TTL prepares the [KCP GMR Form](#) and submits it to the KCP PMU for review.
 - b. KCP PMU reviews the request within 10 business days and decides to approve or reject the request based on the assessment of the circumstances as presented by the TTL.
 - c. The review period may vary depending on the time of year the GMR is submitted and the current workload of the PMU at the time of submission.
 - d. Once the extension is approved, the PMU will contact TACT to update the grant's closing date in the Bank's systems, copying the TTL on the correspondence.

- (ii) Modification of the grant original / approved scope of work /research or adjustments to align the grant with performance outcomes
 - a. TTL prepares the [KCP GMR Form](#), clears it with TTL's manager and submits it to the KCP PMU for review.
 - b. KCP PMU reviews the request within 10 business days and consults with the Director of Development Policy (DECDP) for a decision.
 - c. The review period may vary depending on the time of year the GMR is submitted and the current workload of the PMU at the time of submission.
 - d. Director of DECDP decides to approve or reject the request based on the assessment of the circumstances as presented by TTL and assessed by the KCP PMU.
 - e. During the assessment process, the Director of DECDP may request additional documentation or revisions to support the grant modification request.

- (iii) Additional funding
 - a. TTL prepares the [KCP GMR Form](#), clears it with TTL's manager and submits it to the KCP PMU for review.
 - b. KCP PMU reviews the request within 10 business days and consults with the Director of Development Policy (DECDP) for a decision.
 - c. The review period may vary depending on the time of year the GMR is submitted and the current workload of the PMU at the time of submission.
 - d. Director of DECDP decides to approve or reject the request based on the assessment of the circumstances as presented by TTL and assessed by the KCP PMU. During the assessment process, the Director of DECDP may request additional documentation or revisions to support additional funding request.
 - e. Once the additional funding request is approved, the PMU will transfer the requested funds.