American Mosquito Control Association

Policies and Procedures for the creation of a new mosquito research grant program, the AMCA Research Fund (AMCARF).

Policies approved May 30, 2017 by the AMCA Board of Directors:

AMCARF Policy #1: Restricted Funds. Funds that are received from the dissolution of the Mosquito Research Foundation (MRF), and all subsequent contributions to AMCA for the purposes of the AMCA Research Fund will be designated as temporarily restricted funds, and may only be used to support the AMCA Research Fund. This support includes the actual grants awarded, as well as supplies, travel, and management overhead expenses, but only those specifically identified as being related to the AMCA Research Fund. The AMCA Research Fund will not accept “pass-through” grants where contributions are intentionally limited to a single grant recipient.

AMCARF Policy #2: Accounting. The AMCA Research Fund will be delineated as a separate area of income and expense in all AMCA financial statements.

AMCARF Policy #3: Grant Review. Grant applications will be reviewed and evaluated on their scientific merit by a newly formed AMCARF Grant Review Committee which will be chaired by the AMCA President Elect. The criteria used to evaluate, score, and rank the proposals will be drawn from benchmark standards recommended by the AMCA Science & Technology (S&T) Committee and approved by the Board of Directors. Reviewers will be appointed annually by the AMCA President Elect with advice from the Board of Directors, and should represent experts in the specific disciplines outlined in the funding priorities, if applicable. The Review Committee will consist of at least 3 individuals from each of the following 4 categories: leaders in the mosquito and vector control industry, district personnel, university personnel, and government (state, local, federal) public health personnel. The S&T Committee will provide 1 individual for each category, and the Review Committee Chair will select the other 2 for each category from inside and outside the AMCA community. Each grant application must receive at least 3 reviews from individuals from 3 different categories. Each Review Committee member will be required to complete a conflict of interest disclosure, and will be expected to recuse themselves from the review of any specific requests which may be in conflict with their own interests. Each member of the Board must also report any possible conflicts following the same protocol.

AMCARF Policy #4: Funding Priorities. Prior to the beginning of any grant cycle, the Board of Directors may determine funding priorities for that upcoming cycle. Priorities are at the Board’s discretion, but must fall within the parameters of the AMCA mission. The S&T Committee will recommend research priorities to the AMCA Board of Directors following the S&T Committee meeting at the AMCA annual meeting.
AMCARF Policy #5: Overhead. The AMCA Research Fund is committed to funding small projects and cannot pay university overhead costs.

AMCARF Policy #6: Intellectual Property. The outcome of AMCARS-funded research is intended to benefit the public-facing side of mosquito control and public health. As such, we encourage total public disclosure of all AMCARS-funded research data if at all possible, and request that AMCARS is acknowledged in publications.

AMCARF Policy #7: Expiration of Funds and Request for Extension. All awarded funds should be spent within 12 months of the award date; unspent funds will be revoked and replaced into the AMCARS pool for the next funding cycle. Requests for extension beyond 12 months must be submitted the AMCARS no later than 1 month before the expiration date.

Procedures, to be implemented by AMCA volunteer leadership and headquarters staff:

To assist transition to AMCARS from MRF, the list of directors, funding prospects, past grant applicants, grant applicant prospects, and volunteer reviewers has been obtained from the former MRF.

A tab has been created on the AMCA financial statements to reflect areas of income and expense related to the new AMCA Research Fund. All income and expenses related to the AMCARS will be reported here.

A section has been created for the AMCARS on the Restricted Fund Activity and Restricted Fund Balances tabs within the Temporarily Restricted Funds section. The intent here is to provide a single number that represents the current balance in the AMCARS. It is expected to be near zero at the end of each year, notwithstanding any possible balances held for multi-year grants – the expressed goal being to deliver as much grant funding as possible to worthy research projects. There is no stated objective to build a reserve fund for this grant program.

AMCARF Policies and Procedures and application documents should be reviewed annually before the request for proposals (RFP) are published in the summer, for example to refine policies or priority research areas based on the previous year’s experiences to better serve the AMCA research community.

Once the Policies and Procedures, RFP, and application documents are reviewed and approved, the AMCA will reach out to members and to the public to renew awareness of the AMCARS via the website, email, and electronic AMCA Newsletters in the July timeframe. A new section on the AMCA website has been created to provide information to the public about the AMCARS such as goals, funding priorities, and application process, with additional pages to publish progress reports and research findings, and links to publications of AMCARS-funded research.
The following timeline will be used to coordinate 2017-2018 AMCARF activities:

**July 2017**

AMCARF Request for proposals (RFP) goes up publicly on the website by **15 July 2017**, and is announced to AMCA members through email and the electronic AMCA Newsletter.

No more than two (2) proposals accepted per researcher, per grant cycle.

Each proposal must be submitted with the AMCARF grant application form posted publicly on the AMCA website.

Each proposal should be aligned with one or more of the current AMCARF research priorities established earlier in the year (see **February 2017**, below).

All proposals must be submitted by **Friday, 29 September 2017**.

In addition to an annual report (see **December 2017**, below), progress reports for PIs requesting additional year of funding are due by **29 September**, and will be reviewed with new proposals.

**August 2017**

AMCARF Grant Review Committee Chair (i.e., AMCA President Elect) appoints Review Committee members.

**September-November 2017**

AMCARF Grant Review Committee Chair receives proposals, and allocates proposals to Review Committee members.

Proposal review takes place **29 September-15 November**, and by **30 November** the AMCARF Grant Review Committee Chair compiles feedback from reviewers and provides list of recommended awardees to the AMCA Board of Directors for final approval.

**December 2017**

Annual Reports for previous awardees are due by **15 December**.

Board of Directors finalizes list of recommended awardees, and current year awardees will be notified by **15 December**.

Notification to awardees will include timeline of reporting requirements and other deliverables.

**January 2018**

Funding is distributed to awardees by **15 January**.

Annual reports of previous year awardees published on AMCA website.
February 2018, at the AMCA Annual Meeting

Current year AMCARF Awardees are published in the AMCA Annual Meeting program and announced formally to membership at the AMCA Annual Meeting.

Previous year awardees are required to travel to and participate in the AMCA Annual Meeting and conduct an oral presentation detailing their AMCARF-funded research. Depending on the number of AMCARF-funded projects, an AMCARF Research Symposium may be scheduled. At minimum, presentations of AMCARF-funded research will be specifically marked in the AMCA Annual Meeting program.

A portion of the AMCA S&T Committee meeting at the AMCA Annual Meeting is dedicated to developing recommendations for AMCARF funding priorities for the upcoming year RFP. These recommendations are presented to the Board at the Annual Meeting for review and approval before the next RFP.

Solicitation for donations to the fund is officially initiated each year at the AMCA Annual Meeting. Awareness of need for donations to AMCARF is enhanced using announcements during prominent events at the AMCA Annual Meeting – such as during the AMCA Presidential Address at the Plenary Session, which could include a brief history of the AMCARF and a synopsis of AMCARF-funded research achievements.

February-April 2018

Fundraising follow-up post-Annual Meeting by way of annual solicitation letter to MVCDs and industry representatives throughout the U.S., as well as announcements on AMCA website and in electronic AMCA Newsletters. AMCA staff will conduct follow up calls and emails.

Funding must be solicited by March-April so that contributing districts will be able to budget contributions in the subsequent fiscal year.

May-June 2018

Continue solicitation of funds.

AMCARF Subcommittee of the AMCA S&T Committee annually reviews and refines AMCARF P&P and RFP.

July 2018

Progress reports for all current year awardees due 15 July 2018.

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The policies and procedures outlined in this document will be reviewed annually and amended as needed by the AMCA Board of Directors.