

# American Mosquito Control Association

## Policies and Procedures for the 2019 AMCA Research Fund (AMCARF). Approved April 24, 2018 by the AMCA Board of Directors.

### Policies:

**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. Funding priorities will be specified each year in the AMCARF Request for Pre-Proposals (RFP).

**AMCARF Policy #5: Overhead.** The AMCA Research Fund is committed to funding small projects and cannot pay university overhead costs or other institutional administrative costs.

**AMCARF Policy #6: Intellectual Property.** The outcome of AMCARF-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 AMCARF-funded research data if at all possible, and request that AMCARF 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 AMCARF pool for the next funding cycle. Requests for extension beyond 12 months must be submitted the AMCARF no later than 1 month before the expiration date.

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

To assist transition to AMCARF 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 AMCARF will be reported here.

A section has been created for the AMCARF 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 AMCARF. 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 pre-proposals (RFP) is published in the spring, 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 AMCARF via the website, email, and electronic AMCA Newsletters in the April-May timeframe. A new section on the AMCA website has been created to provide information to the public about the AMCARF such as goals, funding priorities, and application process, with additional pages to publish progress reports and research findings, and links to publications of AMCARF-funded research.

**The following timeline will be used to coordinate 2018-2019 AMCAREF activities:**

**April-May 2018**

AMCAREF Grant Review Committee Chair (i.e., AMCA President Elect) appoints 2019 Pre-proposal Review Committee members.

**May 2018**

AMCAREF Request for Pre-proposals (RFP) goes up publicly on the website by **31 MAY 2018**, and is announced to AMCA members through email and the electronic AMCA Newsletter.

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

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

A pre-proposal is not necessary for PIs with currently-funded (2018) multi-year projects who are seeking funding for the second or subsequent years of the project. The September 2018 Progress Report for multi-year projects (see below) will be reviewed along with new proposals to determine whether an additional year of funding will be awarded.

Each pre-proposal should be aligned with one or more of the current AMCAREF research priorities announced in the 2019 AMCAREF RFP.

**June-August 2018**

All pre-proposals must be submitted by **Friday, June 22, 2018**.

AMCAREF Grant Review Committee Chair receives pre-proposals and allocates pre-proposals to Review Committee members.

Pre-Proposal review takes place **June 25 –August 10**.

**Progress Reports** for all 2018 awardees due **Monday, July 16, 2018**.

Principal Investigators of proposals selected for submission of a full proposal will be notified by **August 13, 2018**.

AMCAREF Grant Review Committee Chair (i.e., AMCA President Elect) appoints full proposal Review Committee members.

**September-November 2018**

All full proposals must be submitted by **Friday, September 14, 2018**.

**Progress Reports** for 2018 awardees of multi-year projects requesting an additional year of funding are due **Monday, September 17, 2018**. These Progress Reports will be reviewed with new proposals.

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

Proposal review takes place **September 14- November 16**, and by **Friday, November 30, 2018** 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 2018**

**Annual Reports** for all 2018 awardees (including multi-year) are due by **Friday, December 14, 2018**.

Board of Directors finalizes list of recommended awardees, and 2019 AMCARF awardees will be notified by **December 14, 2018**.

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

## **January 2019**

Funding is distributed to 2019 AMCARF awardees by **January 15, 2019**.

Annual Reports of 2018 AMCARF awardees published on AMCA website.

## **February 2019, at the AMCA Annual Meeting**

Current year (2019) AMCARF Awardees are published in the AMCA Annual Meeting program and announced formally to membership at the AMCA Annual Meeting.

Previous year (2018) AMCARF awardees are *required* to travel to and participate in the 2019 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 2019**

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.

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

**May-June 2019**

Continue solicitation of funds.

AMCAREF Request for Pre-proposals (RFP) goes up publicly on the website by **MAY 2019**, and is announced to AMCA members through email and the electronic AMCA Newsletter.

**July 2019**

**Progress Reports** for all 2019 AMCAREF awardees due **Monday, July 15, 2019**.

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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.*