

American Mosquito Control Association

Policies and Procedures for the 2020 AMCA Research Fund (AMCARF). Approved 18 April 2019 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. Pre-proposals and full proposals will be reviewed and evaluated on their scientific merit by the AMCARF Grant Review Committee which will be chaired by the AMCA President Elect. The criteria used to evaluate, score, and rank the pre and full proposals will be drawn from benchmark standards recommended by the AMCA Science & Technology (S&T) Committee and approved by the Board of Directors. Reviewers for both pre-proposals and full proposals 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 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 conflicts.

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.

AMCAREF Policy #6: Intellectual Property. The outcome of AMCAREF-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 AMCAREF-funded research data if at all possible, and request that AMCAREF is acknowledged in publications.

AMCAREF 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 AMCAREF pool for the next funding cycle. Requests for extension beyond 12 months must be submitted the AMCAREF no later than 1 month before the expiration date.

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

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 AMCAREF will be reported here.

A section has been created for the AMCAREF 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 AMCAREF. 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.

AMCAREF 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 AMCAREF 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 AMCAREF such as goals, funding priorities, and application process, with additional pages to publish progress reports and research findings, and links to publications of AMCAREF-funded research.

The following timeline will be used to coordinate 2019-2020 AMCAREF activities:

February-April 2019

Review and approve AMCAREF Policy and Procedures (Timeline), Pre-proposal/proposal format, progress and final report format, and the 2020 RFP.

April 2019

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

AMCAREF Request for pre-proposals (RFP) goes up publicly on the website by **18 April 2019** and is announced to AMCA members through email and the electronic AMCA Newsletter.

June-August 2019

All pre-proposals must be submitted by **Friday, 21 June**.

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

Pre-Proposal review takes place **24 June – 9 August**.

Progress reports for 2019 awardees due **15 July 2019**

Principal Investigators of proposals selected for submission of a full proposal will be notified by **12 August**.

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

September-November 2019

All full proposals must be submitted by **Friday, 13 September 2019**.

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

Proposal review takes place **14 September-15 November**, and by **29 November** the AMCAREF Grant Review Committee Chair compiles feedback from reviewers and provides list of recommended awardees to the AMCA Board of Directors for final approval.

December 2019

Annual Reports for 2019 awardees are due by **13 December**.

Board of Directors finalizes list of recommended awardees, and current year awardees will be notified by **13 December 2019**.

2020 AMCARF Policies & Procedures

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

January 2020

Funding is distributed to awardees by **15 January 2020**.

Annual reports of previous year (2019) awardees published on AMCA website.

February 2020, at the AMCA Annual Meeting

Current year (2020) AMCARF Awardees are published in the AMCA Annual Meeting program and announced formally to membership at the AMCA Annual Meeting.

Previous year (2019) awardees are *required* to travel to and participate in the AMCA Annual Meeting and conduct an oral presentation

February-July 2020

Fundraising follow-up post-Annual Meeting

July 2020

Progress reports for 2020 awardees due **17 July 2020**.

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