

American Mosquito Control Association

Policies and Procedures

2023-2024 AMCA Research Fund (AMCARF)

Policies:

AMCARF Policy #1: Restricted Funds

All 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 the AMCARF Grant Review Committee which will be chaired by the AMCA President Elect. The AMCA President Elect can choose to delegate this responsibility; however, the responsibilities of meeting deadlines, conducting reviews, and recommending grant awardees to the Board remains with the AMCA President Elect. The year-to-year continuity of the AMCARF process will be monitored by the AMCARF Subcommittee of the AMCA Science & Technology (S&T) Committee. The AMCA Grant Review Committee Chair may consult with the S&T AMCARF Subcommittee Chair throughout the AMCARF funding process.

Each year, requests for pre-proposals (RFPs) will be posted on the AMCA website and disseminated electronically to the AMCA community. The AMCARF Grant Review Committee Chair will assemble a pre-proposal review committee. Following review of the pre-proposals by the pre-proposal review committee, a select number of PIs will be contacted to submit full proposals. The number of full proposals requested may vary from year to year depending on the amount of funding and number of quality pre-proposals. The AMCARF Grant Review Committee Chair will then assemble a full proposal review committee. The number of full proposals selected will be determined by the AMCARF Grant Review Committee Chair based

on input from the review committee. The members of the pre-proposal and full proposal review committees may be the same people or different people.

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 will be appointed annually by the AMCA Grant Review Committee Chair with advice from the Board of Directors and should represent experts in the specific disciplines outlined in the funding priorities, if applicable. The review committees should consist of at least 3 individuals from each of the following 4 categories: mosquito and vector control industry, district/operational, university, and government (local, state, or federal) public health. The S&T Committee will endeavor to provide one individual for each category, and the AMCARF Review Committee Chair will select the other two for each category from inside and outside the AMCA community. Each grant application will be reviewed by all reviewers. Each review committee member will disclose possible conflicts of interest and will be expected to recuse themselves from review of proposals which may conflict with their own interests. Each member of the AMCA Board must also report any possible conflicts of full proposal Principal Investigators.

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 may 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. While publication may be in any journal, publication of work in the Journal of the American Mosquito Control Association, which is open-access, is highly encouraged.

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 to the AMCARF no later than one month before the expiration date.

AMCARF Policy #8: Eligibility

Members of the AMCA Board of Directors, the AMCA Science and Technology Committee Chair, and the AMCA Research Fund Subcommittee Chair are ineligible to participate as principal or co-principal investigators. Principal Investigators and co-Principal Investigators will be asked to review their connection with these individuals at the time of pre-proposal. A relationship will not preclude someone from consideration. Should a relationship be indicated, the Director or Chair will be asked to verify that they are not involved in the proposed project. For the purposes of this policy, a relationship includes previous or ongoing scientific collaborations that involve financial contributions; official mentor/mentee relationships; and employer/employee relationships.

Procedures and Timeline

To be implemented by AMCA volunteer leadership and headquarters staff:

Income and expenses related to the AMCARF will be reported on the tab created on the AMCA financial statements.

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 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, RFP, and application documents should be reviewed and updated annually before the request for pre-proposals 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. The S&T AMCARF Subcommittee Chair will coordinate the review and updating of these three documents each year.

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 specific 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 will be used to coordinate 2023-2024 AMCAREF activities:

03 April 2023	AMCAREF RFP on AMCA website
15 June 2023	Pre-proposals due
01 August 2023	PIs are notified of full proposal request
12 September 2023	Full proposals due
mid-October 2023	Recommendation to the Board of Directors
01 December 2023	2024 AMCAREF awardees are notified
12 January 2024	AMCAREF funding distributed to PIs

AMCAREF Timeline

March-April 2023

AMCAREF Grant Review Committee Chair (i.e., AMCA President Elect or designee) appoints 2024 AMCAREF Funding Pre-proposal Review Committee members.

April 2023

2024 AMCAREF Funding Request for Pre-proposals (RFP) goes up publicly on the website by 4 April 2022 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.

Each pre-proposal should be aligned with one or more of the current AMCAREF research priorities announced in the 2024 AMCAREF RFP.

June-August 2023

All pre-proposals must be submitted by **15 June 2023**

AMCARF Grant Review Committee Chair (AMCA President Elect or designee) receives pre-proposals and allocates pre-proposals to Review Committee members.

Pre-Proposal review takes place **16 June – 24 July 2023**.

Progress Reports for all **2023 (i.e., prior year) awardees** due **31 July 2023**.

Principal Investigators of proposals selected for submission of a full proposal will be notified by **1 August 2023**.

AMCARF Grant Review Committee Chair (AMCA President Elect or designee) appoints Full Proposal Review Committee members.

September-November 2023

All full proposals must be submitted by **12 September 2023**

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

Proposal review takes place September—October. By **16 October 2023** the AMCARF Grant Review Committee Chair compiles feedback from reviewers and the AMCA President Elect provides a list of recommended awardees to the AMCA Board of Directors for final approval (at the Interim Board Meeting).

December 2023

Board of Directors finalizes list of recommended awardees from full proposals, and **2024 AMCARF awardees** will be notified by **1 December 2023**.

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

Annual Reports for all **2023 (i.e., prior year) awardees** are due by **15 December 2023**.

January 2024

Funding is distributed to 2024 AMCARF awardees by **12 January 2024**.

Annual Reports of 2023 AMCARF awardees published on AMCA website.

February 2024, at the AMCA Annual Meeting

2024 AMCARF Awardees are published in the AMCA Annual Meeting program and announced formally to membership at the AMCA Annual Meeting.

2023 AMCARF awardees are *required* to travel to and participate in the 2024 AMCA Annual Meeting and complete 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 2024

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 headquarters 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.

AMCARF Subcommittee of the AMCA S&T Committee reviews and refines AMCARF P&P, RFP, review rubrics, reporting templates, and online application documents as needed.

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