



POLICY MANUAL

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MOSQUITO RESEARCH FOUNDATION

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Introduction

The Mosquito Research Foundation (MRF) is a 501(c)(3) not-for-profit public benefit foundation. Originally formed in 1990 by the Mosquito and Vector Control Association of California (MVCAC) as the CMVCA Research Foundation, the foundation was reformed as the Mosquito Research Foundation in 2010.

Vision

The Mosquito Research Foundation envisions a world that is free from all mosquito- and vector-borne diseases.

Mission

The Mosquito Research Foundation is devoted to funding needed research to enhance the understanding of the ecology of mosquitoes and the epidemiology of the diseases they transmit and develop new tools and strategies for their surveillance and control. Mosquito Research Matters!

Board of Directors

As written in the Bylaws, the Board of Directors shall be comprised of at least seven members and no more than 16.

Duties of the Board of Directors

Board members govern the Foundation, putting the needs of the Foundation first when making decisions as a Board. When a decision is approved by a majority vote of the Board, all Board members are expected to embrace that decision, regardless of his or her individual vote. Board members make policy decisions affecting the future direction of the Foundation, as well as make the final determination on what grants are funded and at what amounts. Board members are expected to be the Foundation's principal ambassadors, as well as chief fundraisers.

Board Meetings

The Board of Directors shall hold regularly scheduled meetings, along with an annual meeting, at a specific time and place designated by the Board of Directors, for purposes of electing directors and officers and transacting regular business.

Parliamentary Procedure

Meetings of the MRF Board of Directors will be conducted in accordance with the most

current version of Robert's Rules of Order.

Expense Reimbursement

Expenses incurred by Foundation Board members to attend MRF meetings or other functions will be considered for reimbursement on a case-by-case basis by the Foundation.

Annual Operating Budget

Before July 1 annually, the Foundation Board shall pass an annual operating budget for the 12 months following July 1. It is anticipated, although not required, that the funds raised in the current fiscal year will be used toward funding research proposals in the following year.

Reserve Funding

The Board shall strive to set aside reserve funding at a level equal to twice the annual operating expenses.

MRF Donations

Donor Funds

MRF may receive donations at any time from any donor. Donations may be for specific research projects or support the foundation's competitive research awards. A portion of donations, as set by the Board, will be allocated for overhead and administrative expenses. Pass-through funds from public agencies will be exempt from this overhead allocation. All pass-through donors should contact the foundation before sending funds so that grant agreements can be finalized. If no grant agreement is received, or if no grant designation is identified on the agreement, funds will be considered unrestricted.

Restricted Funds

Donations may be submitted for a specific research project, provided that project has been approved by either by the Foundation Executive Director or Board of Directors. All approved projects will be given a project code, and a project code must be submitted with any restricted donation.

Unrestricted Funds

Donations may be submitted for general use by the Foundation. It is recommended that public agencies submit a grant agreement when making a donation. If no grant agreement is received, or if no grant designation is identified on the agreement, funds will be considered unrestricted. Unrestricted funds may be used at the discretion of the Foundation Board of Directors

Pass-Through Funding

Pass-Through Guidelines

MRF may be utilized by public agencies as a pass-through agent for district-funded research projects. MRF does not charge or pay administrative fees. Pass-through projects must not be contradictory to MRF's mission, vision and goals. Administrative fees will be waived to those who financially support the foundation according to the table.

	Non-Donor	Donor (\$1,000+)	Donor (\$5,000+)
Up to \$10,000 Project	\$500	\$250	\$0
\$10,000+ Project	\$1,500	\$1,000	\$0

Pass-Through Funding Process

All pass-through projects must be submitted to the MRF office and approved by the MRF Executive Director prior to MRF receiving any funds for said project. The Executive Director may request a review of the project by the board chair.

Pass-Through Reporting Requirements

Agencies that utilize MRF as a pass-through agent may require progress reports for their researchers. Any such requirements will be communicated between the agency and the researchers, and will not be the responsibility of MRF.

MRF Grant Funding

Grant 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 Foundation's mission and vision.

Grant Funding Guidelines

The grant funding allocation in the annual operating budget is the annual allocation at the Board's discretion for funding research projects that support the Foundation's mission. The Board may choose to exceed its annual allocation, provided funds are available and the Board feels it necessary to fund prior to the following grant cycle.

Grant Funding Application Process

Researchers may submit no more than two (2) research proposals for each grant cycle, provided that the proposal(s) submitted meet the stated funding priorities for that cycle. An application must be downloaded from the website, and submitted to MRF along with a proposal abstract by the stated deadline. There is no cost to submit a grant application.

Abstract Format Guidelines

All research proposal abstracts should follow the guidelines on the foundation's web site. Any abstracts received that do not meet these formatting guidelines will be returned to the applicant. If an abstract is resubmitted with proper formatting prior to the deadline, it will be considered in the current grant cycle; if resubmitted after the deadline, it will be considered in the next grant cycle, provided it meets the next cycle's funding priorities.

Peer Review Process

A cadre of reviewers will be established by the Foundation and a peer review process utilized for adjudicating grant applications. Each application will be reviewed by no less than three (3) reviewers, selected for their knowledge and expertise in the subject matter of the project.

Grant Award Criteria

Specific award criteria will depend upon the established funding priorities of the Board for any given grant cycle, but all successful projects will exhibit scientific importance as well as potential field applications.

Grant Awarding Process

The Board of Directors will review the peer review responses and make the final determination as to which projects to fund, if any, and at what amounts. Applicants will be notified via postal mail of the Board's decision no later than ten (10) business days following the meeting.

Grant-Funded Project Reporting Requirements

Successful researchers must submit progress reports to the Foundation for each research project the Foundation has agreed to fund. Progress reports are due to the Foundation office by July 30 following the end of the grant's fiscal year. The Foundation Board of Directors may request a presentation to the Board or a larger body on any and all findings

of research projects funded by the Foundation.

Multi-Year Grants

Grants are awarded on an annual basis, however the same research project may be funded for more than one twelve-month period. A successful researcher may petition the Board to award funding to an already-approved project, utilizing his or her project progress reports in lieu of a proposal. Requests for multi-year funding are not subject to the peer review process. Petitions for multi-year funding must be made in writing and submitted to the Foundation office no later than the stated deadline for the respective grant cycle.

Grant Cycle Deadlines

The Board of Directors will announce the annual funding cycle in the summer. Subscribe to MRF's quarterly newsletter for regular updates and the funding announcement.

Policy Amendments

Amendments

Amends to this policy manual may be made at any time with a majority vote of the MRF Board of Directors.