

IVCC Subaward Policy

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Modifications from previous version of document

Version	Date of issue	Details of modification

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Introduction and Context

The purpose of this policy is to document the principles, criteria and processes that govern how IVCC makes subawards.

This policy is to be read in conjunction with the ‘Complete Project Specification’ document and the ‘Flow Chart for New Enquiries’ document located on the IVCC website.

It is at IVCC’s discretion how subawards are distributed provided IVCC is acting at all times in accordance with its charitable objectives, strategy and any obligations to its own funders.

IVCC’s Charitable Objectives (“Charitable Objectives”)

The preservation and protection of good health and the relief of sickness by alleviating and preventing the spread of any type of tropical disease which is now or may hereafter become known in any part of the world where such disease either manifests itself or has effects by any means, and in particular, however without prejudice to the generality of the foregoing by:

- Catalysing industry and academia to discover, develop and deliver new tools to better manage insects which transmit disease and to monitor and better direct the use of these tools;
- Promoting and encouraging the dissemination of new scientific information;
- Ensuring the products and systems developed are accessible to those in need of them in the developing countries of the world;
- Promoting and conducting research into issues concerning public health.

What are IVCC’s priorities?

IVCC is keen to support activities that advance its Charitable Objectives in an effective way in accordance with relevant IVCC policies. However, there is a limited amount of funds available to distribute each year.

IVCC’s current priorities	Not eligible for sub-award
Product development targeted at eliminating malaria through vector control in resource-poor markets	Projects relating to genetically modified mosquitoes

Development of novel active ingredients with new modes of action for use in existing product classes e.g. IRS, LLIN	Endosymbiotic organisms such as Wolbachia
Proof of Concept (“POC”) projects aiming to demonstrate the feasibility of a novel vector control product e.g. preventing outdoor transmission	Endectocides targeting humans
Innovations that can deliver measurable additional value to existing malaria interventions, e.g. improved IRS application technology, new bed net design	Projects with a political element
Academic research projects informing product development (Academic research projects will only be funded if they are in response to a specific call for proposals from IVCC and required to answer specific product development questions)	

IVCC may at its discretion grant subawards that fall outside of the priorities scope stated in this policy provided that IVCC is satisfied that the subaward will further the Charitable Objectives, is an appropriate use of IVCC funds and in accordance with its obligations to funders.

Who can apply for a Subaward?

IVCC welcomes proposals that support IVCC Charitable Objectives and funding priorities from any organization demonstrating expertise, access to technology with potential for vector control and the ability to bring products to public health market.

What costs will IVCC fund?

All subawards granted by IVCC must be used in accordance with the agreed contract/scope of work/express direction of IVCC and will be directly connected to carrying out the Charitable Objectives.

IVCC can chose to grant subawards to fund up to 100% of the cost of the proposal. IVCC will consider funding part of the cost of a proposal where the total cost is shared with one or more other funder. If a subaward covers part of the cost of a proposal, IVCC may require the applicant to provide details of the other funders and

the funding that they have secured or applied for (including any loans or other commercial funding).

How to apply for a subaward?

All proposals should be submitted in accordance with the Flow Chart. A copy is attached to this policy in Schedule 1, but applicants should check the IVCC website for the most up to date version. The applicant should complete and submit an initial project proposal by populating the Complete Project Specification Template (section 1). A copy of the template is attached at Schedule 2, but again the most up to date version will be on the IVCC website at <https://www.ivcc.com/research-development/research-development-project-proposals/>. Applicants should familiarise themselves with these documents prior to making an application.

IVCC will perform due diligence on all applicants and may ask for additional information, however, please be aware that you will have to provide the following:

- Complete, up to date copy of organisation's governing documents;
- Company/charity number (if applicable); and
- Evidence of a bank account with at least two unrelated signatories.

How does IVCC make decisions about Subawards?

IVCC has ultimate responsibility for all subaward decisions and for ensuring that all funds awarded are used to advance the Charitable Objectives. IVCC will secure the input from relevant experts (e.g. External Scientific Advisory Committee "ESAC") to perform a technical oversight and a strategic fit. For large investments (over £3M in total), IVCC will secure the approval from its Board of Trustees.

Proposals will be assessed according to the process set out in Schedule 1.

Conflicts of Interest

Applicants will be required to disclose any connections with IVCC staff members, consultants, ESAC members or Trustees. Similarly, IVCC [staff members] involved in the assessment of proposals are required to disclose any potential conflicts of interest in accordance with IVCC's conflict of interest policy. Any conflicts declared will be managed in accordance with that policy.

Due Diligence

When IVCC is considering a proposal, it will undertake due diligence checks on the applicant. The checks that are undertaken will vary according to IVCC assessment of risks associated with the proposal or the applicant.

Applicants must be able to demonstrate they operate under adequate procedures and policies regarding (but not limited to) the safeguarding of children and vulnerable adults and satisfactory policies/procedures that are inclusive regarding equality and diversity in the workplace (this will be at all stages including recruitment, employment

and require annual reviews to ensure adequacy) as well as how these principles will be implemented in the proposal submitted to IVCC.

Due diligence may also include requesting details of, and taking such steps as IVCC consider to be reasonable and appropriate to scrutinise any of the following:

- Applicant status and governing documents;
- Financial position and financial controls;
- Identity of applicants' directors, trustees, executive committee or other key personnel in particular to establish whether they are authorised to act in that capacity;

Terms and Conditions of Subaward

Any subawards granted will be subject to IVCC's standard subaward terms and conditions. These terms are non-negotiable, and include requirements drawn from IVCC's own funders.

Reporting Requirements and Monitoring

Arrangements for monitoring use of the subaward may include asking the recipient to provide the following:

Project Progression

Regular written or verbal updates showing progress to date, summarising key achievements or problems encountered, indicating whether targets have been met and giving reasons for any delay in implementing work funded by the subaward;

- Final written report on completion of the work funded by the subaward, showing how funds have been spent, evaluating where the work has been successful and identifying lessons that can be learnt; and
- Information about any proposed changes to the proposed activities.

Financial

- Copies of formal records such as receipts, invoices, bank statements, accounting records and management accounts to show that funds have been used for the purpose for which they have been awarded and in accordance with any agreed terms;

Equality and Diversity

IVCC is committed to promoting equality of opportunity, combatting unlawful discrimination and promoting good community relations. We will not tolerate any form of unlawful discrimination or behaviour that undermines this commitment and is contrary to our equality policy.

Safeguarding

In line with our Safeguarding policy and procedures, IVCC's processes reflect its organisational commitment to keeping children and vulnerable adults safe.

Schedule 1

Flow Chart For All IVCC New Product Development Proposals

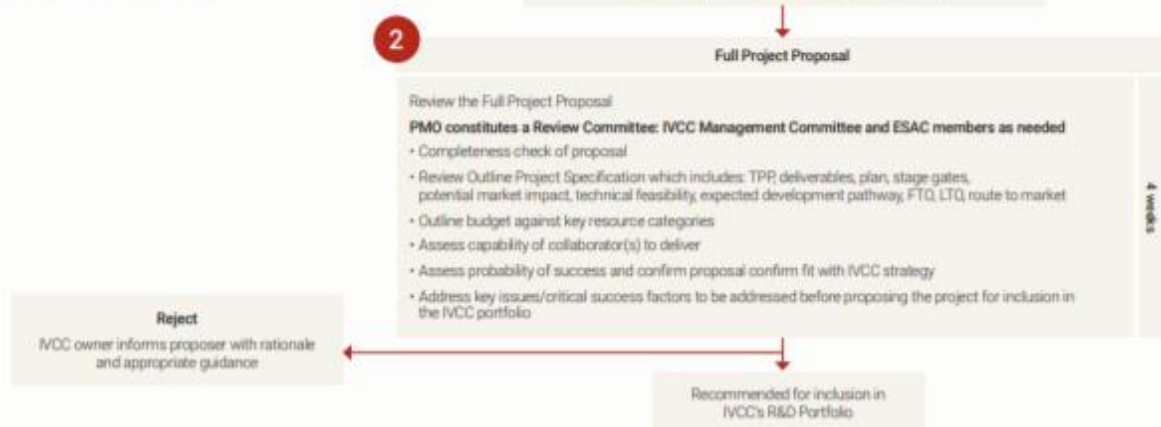


This process is managed by the IVCC Project Management Office (PMO) and tracked in VectorPath. A new project proposal will be assigned an IVCC owner who is a member of the MC and will be responsible as the primary point of contact with the project proposer.

Stage 1: Initial Project Proposal



Stage 2: Full Project Proposal



Stage 3: Complete Project Specification



Schedule 2



1. Complete Project
Specification - Template