

## **MTI Appeal Policy**

March 8, 2010

Any individual or organization wishing to appeal an award decision must contact the MTI President or any member of the MTI Board of Directors in writing by mail or email. The appeal must be submitted within any program-specific deadline. The rationale for the appeal must be spelled out clearly. Information not included in the original application or proposal will not be considered as part of the appeals process and the following considerations will apply.

- Was there a deviation from the published application and review process that, if corrected, would change the outcome of the review decision?
- Was there a significant flaw in the review that, if corrected, would change the outcome of the review decision?
- If so in either case, should the MTI board's decision be reconsidered?

MTI will respond with an acknowledgement that the letter or email has been received.

The appeal will be distributed to the MTI Board's Executive Committee

The Executive Committee will meet in person or via conference call, discuss the appeal and prescribe an appropriate course of action

The MTI President or other member of the Board will notify all parties involved of the Executive Committee's decision and any further course of action.

As always, the Board will follow the MTI Conflict of Interest policy when deciding appeals. When considering an appeal, there must be at least four Executive Committee members who have no conflict of interest regarding the proposal or issue being appealed. If not, the MTI Board as a whole will review the appeal, with any/all conflicted members recusing themselves from the discussion and decision on the appeal request.