

Conflict of Interest Policy

Policy Statement

The Grant Professionals Certification Institute’s policy on disclosure of potential conflict of interest is a comprehensive policy concerning the relationships of all individuals serving the Grant Professionals Certification Institute (hereafter “the GPCI”), including members of the Board of Directors, Officers, Ex-Officio Directors, members of the administrative staff, volunteers, committee members, and professional consultants of the GPCI.

Directors, officers, ex-officio directors, administrative staff, volunteers, and other consultants shall avoid any conflict between their personal interests and the interest of the GPCI. Furthermore, they shall avoid any situation where it would be reasonable to believe or may be perceived that the individual’s judgment, loyalty, or behavior does not protect or promote the best interests of the GPCI.

Definitions

The Grant Professionals Certification Institute—Hereafter referred to as “GPCI.”

Board of Directors—The duly elected, appointed or ex officio members of the GPCI Board of Directors, including emeritus members.

Director—A duly elected, appointed or ex-officio, individual serving on the GPCI’s Board of Directors.

Entity—An entity includes a corporation, partnership, trust, unincorporated association, firm, sole proprietorship or any other organization, excluding noncommercial sponsors of GPCI activities.

Financial Interest—The term “financial interest” occurs when an individual stands to gain financially or has ownership or vested interest in a company, joint venture, limited partnership or other commercial or non-commercial entity with which GPCI transacts or interacts.

GPC exam—Grant Professional Certified Examination.

Individual—An individual for the purposes of this Policy refers to any individual engaged with GPCI in any capacity: directors, officers, staff, volunteers, committee members, or consultants.

Officers or Executive Committee—The duly elected officers of the GPCI: President, Vice President, Treasurer, and Secretary..

President—The duly elected individual serving as President of the GPCI.

Retained Consultant—A member of the GPCI’s Staff or other employee who, in addition to his or her service to the GPCI, is retained by an outside entity as a consultant on a term appointment.

Significant Relationship—A significant relationship exists when an individual has a membership or a financial interest in an entity which may profit from GPCI’s product(s). Additionally a significant relationship exists if an immediate family member, including spouses, children, siblings, parents, and in-law relations, of such an individual is involved in an entity which may profit from GPCI’s product(s).

Staff—Members of the GPCI’s research, investigative, or clerical staff who are engaged in activities under the direction of the GPCI. This category includes the following classifications: manager, supervisor, coordinator, test development consultant, subject matter expert, and professional consultant. This includes staff or contractors providing either voluntary or compensated services and who work either full- or part-time on GPCI’s behalf.

General Considerations

- (a) An individual should be particularly aware of potential conflict of interest arising from situations in which intimate knowledge of the GPC exam, administration of the GPC exam, reviewing and developing items for the item bank, and scoring of the GPC exam will or may be perceived to enhance or influence the commercial or financial fortune of a testing firm, educational or learning institution, training center, or with any other business firm or enterprise.
- (b) A potential conflict of interest may arise if an individual or an entity represented by or related to the individual may benefit directly or indirectly from training, consulting, or writing on or about the exam, preparing for the GPC exam or analyzing GPC exam results.
- (c) A potential conflict of interest may arise from situations where an entity or individual may benefit from information learned by virtue of his or her capacity or relationship with the GPCI or their ability to influence the outcome of GPC exam results.
- (d) A potential conflict of interest may arise if an individual has any power or influence to approve or disapprove a contract or transaction proposed to be entered into between the GPCI and any entity. In such cases, the individual must disclose the potential conflict of interest and not participate in the process leading to the approval or disapproval of the contract or transaction.
- (e) An individual (including volunteers and board members) who participates in the administration of the GPC exam, reviewing and developing items for the item bank, and scoring of the GPC essay exam is prohibited from participating in the development of a GPC preparation course, webinar, podcast, manual, or other type of preparatory course, curriculum, or training for a period of five years from the time of their last participation date in such activities.

Specific Considerations

A significant relationship with an entity or person may present a conflict of interest for an individual if

- (a) The entity or person is engaged in activities which parallel activities in which the GPCI is currently or prospectively engaged, or
- (b) The entity or person has a current or prospective relationship with the GPCI, e.g., as a supplier of goods or services or as a party to a research agreement or a license agreement; or
- (c) The entity or person has served as a GPCI staff person, board member, consultant, volunteer or committee member with specific and confidential knowledge of the GPC exam contents, GPC exam development or GPC exam administration; or
- (d) The entity or person has influence over the GPC item bank development, GPC exam administration, GPC exam scoring, or GPC exam results.

In any of these situations, the individual must report in writing the facts and circumstances to the President or Vice President if the President is the individual involved in the incident. The President or Vice President shall report the facts and circumstances to the Board of Directors.

When the Board of Directors or any committee on which a Director or an Officer serves considers a contract or transaction or any other step that raises a potential conflict of interest for a Director or Officer, that individual must disclose the potential conflict to the President or Vice President if the President is the individual involved. No individual with a potential conflict of interest with respect to a contract or transaction or any other potential conflict of interest may vote to approve or disapprove the proposed transaction, but the individual may be counted in determining the presence of a quorum once proper disclosure has been made.

If proper disclosure has been made and if the President of the meeting determines it to be useful, the individual with a potential conflict of interest may participate in the discussion of the proposed transaction. If the conflict of interest involves the President of the meeting, he or she shall make disclosure and relinquish the chair to another member of the Board of Directors or Committee member who shall preside for the purpose of discussion and/or resolution of the matter in question.

The minutes of the meeting of the Board of Directors or of the Committee on which the individual having a potential conflict is serving shall reflect that disclosure was made as to a particular contract or transaction and that the contract or transaction was approved or disapproved by others without an interest in the contract or transaction.

Retained Consulting Arrangements

An individual must obtain approval by the GPCI Board of Directors before accepting retained consultant arrangements to external entities for projects which overlap the GPCI's current and prospective activities.

When reporting retained consulting arrangements to the Directors, an individual shall provide the Directors with a copy of the proposed consulting agreement, and other related information as the Directors may request.

Administration

Each individual shall sign a statement signifying acceptance of the terms of this Policy either at the time of its approval by the Board of Directors or as the individual becomes engaged in GPCI activities.

If a Director identifies problems with the implementation of this Policy as it applies to GPCI, he/she shall seek advice from the full Board of Directors.

Final authority for the administration and interpretation of The Grant Professionals Certification Institute Policy on Conflict of Interest rests with the Board of Directors.

Procedure

Each individual shall be given a copy of the Conflict of Interest Policy Statement at the time of its approval by the Board of Directors or when the individual becomes engaged with GPCI activities or product(s).

The following procedure shall be observed in providing copies of the Conflict of Interest Policy Statement to an individual.

- (a) Board of Directors and Officers. The President shall transmit, by letter or email, The Conflict of Interest Policy Statement to each Director and Officer.
- (b) Staff, Volunteer and Consultants. The President shall transmit, by letter or email, the Conflict of Interest Policy Statement to the appropriate individuals. The individual should then return a signed disclosure certification and commitment to ethical standards statements in a timely manner.

The transmittal by the President to all individuals will advise each individual that it is the individual's responsibility to inform in a timely manner the President of any existing or potential conflict of interest. The transmittal must all require that each individual acknowledge receipt of the Policy and agree to abide the policy in order to continue to or begin serving the GPCI. Electronic response and signature are acceptable. Failure either to acknowledge receipt or agree to abide by the Policy will terminate or preclude service.

Annually (as of the beginning of the fiscal year), a disclosure certification will be sent according to procedures outlined above in Procedure, Paragraphs (a) and (b), by transmittal to all concerned individuals requesting information about possible conflict-of-interest situations.

Disclosure Certification Statement Regarding Conflict of Interest

In September 2014, the Board of Directors of the Grant Professionals Certification Institute approved a policy regarding Conflict of Interest that provides clear direction for board and committee members as well as volunteers. The Policy establishes and describes specific situations which may be considered a conflict of interest. The policy was established through a thorough investigation of policies currently used by other non-profit and service organizations, including those related to the certification process. The Policy will be reviewed at least annually by the Board to maintain its relevance and applicability related to the ongoing work of the GPCI.

As further determined by the GPCI Board of Directors, the Policy applies to all Directors, Officers, Ex-Officio Directors, Staff, Volunteers, and other consultants. The Policy further requires that all individuals working with the GPCI—whether paid or unpaid— sign a Disclosure Certification confirming his/her review of and compliance with the Policy annually. This Policy specifically states: An individual (including volunteers and board members) who participates the administration of the GPC exam, reviewing and developing items for the item bank, and scoring of the GPC essay exam is prohibited from participating in the development of a GPC preparation course, webinar, podcast, manual, or other type of preparatory course, curriculum, or training for a period of five years from the time of their last participation date in such activities.

Your signature on this Disclosure Certification indicates an understanding that it is the individual’s responsibility to inform in a timely manner the GPCI President or his/her designee of any existing or potential conflict of interest. Please return the signed form – with original or electronic signature – as noted in the initial communication from the GPCI President. Failure to agree to abide by the Policy will terminate or preclude service to the GPCI.

I have no conflicts or potential conflicts to disclose at this time.

I have the following conflicts or potential conflicts to disclose at this time:

Printed name

Role with GPCI

Signature

Date