

## **GPCI Board Member Confidentially Agreement**

If you accept all of the terms contained in this agreement, please sign and date. If you do not accept the terms of this certification agreement, you will forfeit your position on the Grant Professionals Certification Institute Board.

This GPCI Board Member Confidentiality Agreement (the “Agreement”) is entered into between you and the GPCI Board as of the date of your acceptance (the “Effective Date”).

In consideration of the mutual covenants and promises contained herein, you and the GPCI Board agree as follows:

### **I DEFINITIONS**

- 1.1. “Certification” means the grant professionals certification exam administered by the Grant Professionals Certification Institute.
- 1.2. “Candidate” means any person applying to take the GPC exam
- 1.3. “GPC” (Grant Professional Certified) means an individual who has successfully completed both sections of the GPC exam.
- 1.4. “Proprietary Information” means any information, documentation or communication regarding the exam process and the exam itself.
- 1.5. “Testing Processors” means any GPCI Board member or designee who has participated in the eligibility process, the payment and voucher process and the test scoring and evaluation process, and the Board members or participates who are involved in any appeals process.

### **II CONFIDENTIALITY AND INTELLECTUAL PROPERTY**

- 2.1 Confidentiality. As a testing processor, you agree that the contents of the eligibility process, the payment and exam process, the scoring and appeals process are all confidential and that the disclosure of that information (including, but not limited to, disclosure to a GPA member or GPC) could compromise the integrity of the GPC exam and the GPCI Board. GPCI processes candidates’ eligibility, payment, scoring and any appeals solely to measure eligibility and test general professional knowledge of the subject matter. You are expressly prohibited from disclosing, publishing, reproducing, or transmitting any exam and any related information including, without limitation, questions, answers, worksheets, computations, diagrams, length or number of exam segments or questions, or any communication, including oral communication, regarding or related to the eligibility process, payment process, exam or any appeals process (known collectively as “Proprietary Information”), in whole or in part, in any form or by

any means, oral or written, electronic or mechanical, for any purpose other than in the official capacity as a GPCI Board member for the purpose of measuring, facilitating, scoring or notifying the candidate and other Board members. A disclosure of Proprietary Information by any means in violation of this Agreement undermines the integrity and security of the exam and the GPCI Board.

## 2.2 Intellectual Property Ownership.

GPCI retains all rights and interest in all Proprietary Information and related information, content, data, exams, and materials. Any unauthorized access, reproduction, distribution, or disclosure of Proprietary Information is a violation of this agreement.

## III VIOLATION AND TERMINATION

3.1 If a Testing Processor is determined to have violated this confidentiality agreement, said individual will be notified of the termination of the agreement. When the agreement is terminated, the individual will be subject to an ethic violation review and possibly removed from the GPCI Board.

## IV AGREEMENT

4.1 If you agree to the terms of this policy sign and date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (Effective Date)

\_\_\_\_\_  
Printed Name