

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.

Purpose

- (a) The purpose of this conflict of interest policy is to protect the integrity of the GPC Exam, as well as GPCI’s interests when contemplating entering into a transaction or arrangement that might benefit the private interests of an individual serving GPCI.
- (b) This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

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.
- (f) An individual (including volunteers and board members) is not eligible to take the GPC exam during their term of service and for five years afterward.
- (g) The GPCI will not approve, endorse, or recommend any education or training programs or products designed or intended to prepare candidates for GPC certification.

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.

Duty to Disclose

Each individual is required to fully and promptly disclose to the Board of Directors any existing or potential conflict of interest they may have, of either a personal, professional, business, or financial nature and will refrain from participation in any decision on such matter. For Board Members, this includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest, including but not limited to:

- social, professional, or economic relationship with other parties that may affect his/her judgment and/or ability to act in the best interest of GPCI, its certification programs; or clients;
- material economic gain or loss from a decision made by the Board;

- position to experience material or economic gain by using confidential or proprietary information gained by his/her association with the GPCI or the GPC certification program; and
- Failure to properly disclose an actual, potential, or apparent conflict of interest.

Board members will disclose all other Boards of which they are a member and any changes of employment or other changes in qualification during their service on the GPCI's Board of Directors.

In any of these situations, the individual must promptly 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.

Procedures for Recusal

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 promptly disclose the potential conflict in writing by letter or email 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.

Recusal of Self

Any Board Member may recuse himself or herself at any time from involvement in any decision or discussion in which the individual believes he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.

Determining Whether a Conflict of Interest Exists

After disclosure of the potential conflict and all material facts, and after any discussion with the interested person, he/she shall leave the meeting while the determination of a conflict of interest is discussed and voted upon. The remaining members shall decide if a conflict of interest exists.

Procedures for Addressing the Conflict of Interest

- (a) An interested person may make a presentation at the Board meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- (b) The President shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- (c) After exercising due diligence, the Board shall determine whether GPCI can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- (d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in GPCI's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

Violations of the Conflicts of Interest Policy

- (a) If the President of the Board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- (b) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Records of Proceedings

The minutes of the Board and all committees with board delegated powers shall contain:

- The names of the persons who disclosed or otherwise were found to have an actual or possible conflict of interest, the nature of the conflict, any action taken to determine whether a conflict of interest was present, and the Board or Committee's decision as to whether a conflict of interest in fact existed.
- The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, a record of any votes taken in connection with the proceedings 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, by letter or email.

Administration

Each individual shall sign and return a statement signifying they have received a copy of the policy, has read and understands the policy and agreed to comply with the terms of this policy by letter or email 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) New Board of Directors and Officers. The Board Orientation chair shall transmit, by letter or email, the conflict of interest policy statement to each Director and Officer as a part of the orientation package.
- (c) Staff, Volunteer and Consultants. The President and/or designee 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 and/or designee 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 promptly 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.