

## **ACI Foundation Conflict of Interest Policy for Fellowship, Scholarship, Research and Innovation Funding**

### **Conflicts of Interest**

All actions taken by the American Concrete Institute Foundation (“ACI Foundation”) and its Councils, Committees, and any outside application reviewers, with respect to the award of scholarships (the term scholarship includes both scholarship and fellowship educational awards) and research and innovation funds shall be taken based upon the merits of the applications and not upon personal relationships or relationships that present a conflict of interest (“COI”) or the appearance of COI. To further that objective, the ACI Foundation has adopted the following mandatory COI policies.

ACI is a close-knit and small community, and individuals will have countless interactions with other individuals. These interactions may involve teamwork on technical committees, or friendships could exist, but these alone do not constitute a COI unless the reviewer cannot provide an objective opinion.

### **Scholarship Council (“SC”)**

A conflict of interest is defined as when there is a scholarship application where the SC member:

- is a relative of the potential recipient,
- has a past, current, or is considering a future, business or financial relationship with the potential recipient, or with a family member of the potential recipient,
- has a family member that has a past, current, or is considering a future, business or financial relationship with the potential recipient,
- is currently employed or enrolled, was previously employed or enrolled within the last 12 months, is being considered for employment, or is serving on governing committees at the institution where the potential recipient is enrolled, or
- Is an employer, past employer, or known future employer of the potential recipient.

If a conflict of interest exists, the SC member with the conflict shall:

- Recuse himself or herself from the interview with the candidate.

- Not be eligible to vote for any individual applicant for whom the council member has a conflict.
- Avoid any actions that are intended to influence other SC members to vote in favor of the applicant with whom the SC member has a conflict.

Scholarship Council members that represent Fellowship or Scholarship donors can participate in the collective consensus sorting and selection of the final candidates for all awards (including their own) as they are performing in the capacity of a member of the council.

Such action is not intended to allow the SC member to circumvent any IRS rules or regulations.

**Concrete Research Council (“CRC”), Concrete Innovation Council (“CIC”), and Strategic Innovation and Research Committee (“SIRC”) and outside reviewers**

A conflict of interest is defined as when there is a research application (or any other award of funds or payment for services) where the CRC, CIC, or SIRC member or outside application reviewer:

- is a relative of the potential recipient,
- has a family member that has a past, current, or is considering a future, business or financial relationship with the potential recipient,
- has a current, or is considering a future, business or financial relationship with the submitting organization/institution, potential recipient, or with a family member of the potential recipient, or
- Is an employer, past employer, or known future employer of the potential recipient,
- is currently employed or enrolled, was previously employed or enrolled within the last 12 months, is being considered for employment, or is serving on governing committees at the submitting organization/institution.

If a conflict of interest exists, the council member or outside application reviewer with the conflict shall:

- Recuse himself or herself from all deliberations on the proposal being considered for funding or other similar matters including payment for services.
- Not be eligible to vote on that proposal, funding, or payments for services with whom the council member has a conflict.
- Avoid any actions that are intended to influence other council members to vote in favor of the proposal with whom the council member has a conflict.

## **Disclosure**

Scholarship Council, Concrete Research Council, Concrete Innovation Council, and Strategic Innovation and Research Committee will annually complete a form disclosing any potential conflicts of interest. Reviewers of funding applications will complete a Disclosure of COI and Confidentiality Form before reviewing applications or proposals.

Immediately upon the recognition of a conflict of interest that has not been disclosed, the respective Council or Committee member or outside reviewer having the conflict shall disclose the conflict to the chairperson. In addition, any Council or Committee member or outside review who discovers a potential conflict of interest involving another member shall promptly disclose it to the chairperson. The chairperson shall decide on the appropriate course of action. In the event of a disagreement, the matter shall be submitted to the respective full Council voting members for a decision by a majority vote of the members in attendance. All decisions shall err on the side of recusal from voting and discussion to avoid even the appearance of a conflict of interest. The minutes of any meeting of a Council shall reflect that the subject Council Volunteer did not vote or participate in the discussion regarding the conflicted matter.

A member of the Scholarship Council, Concrete Research Council, Concrete Innovation Council, or the Strategic Innovation and Research Committee may have other relationships, such as a close personal friendship, that might tend to affect their judgment or be seen as doing so by a reasonable person familiar with the relationship. In such a circumstance, the matter should be treated as a conflict of interest under this Policy.

Any violation of the above policy positions shall be grounds for removal from the Scholarship Council, the Concrete Research Council, the Concrete Innovation Council, the Strategic Innovation and Research Committee, or as a Reviewer.