

American Concrete Institute Foundation (“ACIF”) Policies
Conflict of Interest
10/17/2018

Conflicts of Interest

All actions taken by ACIF and its councils and any outside application reviewers, including but not limited to the award of scholarships (the term scholarship includes both scholarship and fellowship educational awards) and research 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 ACIF has adopted the following mandatory COI policies.

Scholarship Council (“SC”)

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

- is a relative of the potential recipient,
- has a business or financial relationship with the potential recipient or with a family member of the potential recipient or
- is a teacher, professor or coworker in an institution where the potential recipient is or has been enrolled or employed within the last 12 months.

A conflict of interest shall also include any situation where a reasonable person would conclude that a conflict exists or, due to the circumstances, there is the appearance of a conflict of interest.

Immediately upon the recognition of a conflict of interest the SC member having the conflict shall disclose the conflict to the SC chairperson. In addition, any SC member that discovers a potential conflict of interest involving another member shall promptly disclose it to the SC chairperson. The SC chairperson shall decide on the appropriate course of action. In the event of a disagreement the matter shall be submitted to the full SC voting members for a decision by majority vote of the members in attendance. The final arbitrator of any further disputes shall be the ACIF chairperson. All decisions shall error on the side of recusal to avoid even the appearance of a conflict of interest.

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

- 1) Recuse himself or herself from the interview with the candidate.
- 2) Not be eligible to vote for any individual applicant for whom the council member has a conflict.
- 3) 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.

Any violation of this policy shall be grounds for removal from the SC of the member of the SC with a conflict of interest.

This policy does not apply if an SC member is a representative of the entity that has funded 100% of a scholarship and wishes to direct the award of that scholarship; however, such action is not intended to allow the SC member to circumvent any IRS rules or regulations.

Concrete Research Council (“CRC”) and Strategic Development Council (“SDC”)

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 or SDC member or outside application reviewer:

- a relative of the potential recipient,
- has a business or financial relationship with the potential recipient or with a family member of the potential recipient, or
- is a teacher, professor or coworker in an institution where the potential recipient is or has been enrolled or employed within the last 12 months.

A conflict of interest shall also include any situation where a reasonable person would conclude that a conflict exists or, due to the circumstances, there is the appearance of a conflict of interest.

Immediately upon the recognition of a conflict of interest the council member or outside application reviewer having the conflict shall disclose the conflict to the respective council chairperson. In addition, any council member that discovers a potential conflict of interest involving another member shall promptly disclose it to the CRC or SDC chairperson. The council chairperson shall decide on the appropriate course of action. In the event of a disagreement the matter shall be submitted to the full CRC (or SDC as appropriate) voting members for a decision by majority vote of the members in attendance. The final arbitrator of any further disputes shall be the ACIF chairperson.

If a conflict of interest exists the council member with the conflict shall:

- 1) Not participate on proposal review panels.
- 2) Recuse himself or herself from all deliberations on the category of research being funded or other similar matters including payment for services.
- 3) Not be eligible to vote on any research grant, funding or payments for services in the same category as the applicant with whom the council member has a conflict.
- 4) Avoid any actions that are intended to influence other council members to vote in favor of the applicant with whom the council member has a conflict.

ACIF Trustees and ACIF Council and Committee members will annually complete a form disclosing any potential conflicts of interest.

Any violation of this policy shall be grounds for removal from the council of the council member with a conflict of interest.