

American Concrete Institute Foundation (“ACIF”) Policies
Conflict of Interest¹
10/18/2019

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 persona

l 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.

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 current, or is considering a future, business or financial relationship with the potential recipient, or with a family member of the potential recipient or
- 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.

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

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

¹ These policy terms were written recognizing the requirements and rules of the Internal Revenue Service, and in consideration of the conflict of interest policy of the National Science Foundation.

- 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.

Scholarship Council members that represent Fellowship 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”) 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:

- is a relative of 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 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:

- 1) Recuse himself or herself from all deliberations on the proposal being considered for funding or other similar matters including payment for services.
- 2) Not be eligible to vote on that proposal, funding, or payments for services with whom the council member has a conflict.
- 3) 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

Immediately upon the recognition of a conflict of interest, the respective Council member having the conflict shall disclose the conflict to the chairperson. In addition, any Council member that 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 majority vote of the members in attendance. The final arbitrator of any further disputes shall be the ACIF chairperson. All decisions shall err on the side of recusal to avoid even the appearance of a conflict of interest.

You may have a conflict of interest if you have other relationships, such as a close personal friendship, that you think might tend to affect your judgment or be seen as doing so by a reasonable person familiar with the relationship.

ACIF Trustees and ACIF Council and Committee members will annually complete a form disclosing any potential conflicts of interest. Reviewers of applications will complete a Disclosure of COI and Confidentiality Form prior to reviewing applications.

Any violation of the above policy positions shall be grounds for removal of the Council member from the Council and removal of the reviewer from the proposal review process.

Annual Conflict of Interest Disclosure & Confidentiality Commitment Form

Employees, members of the Board of Trustees, and council-steering members owe a fiduciary duty of loyalty to the American Concrete Institute Foundation (ACI Foundation). As such, each must complete this form annually to help the ACI Foundation identify and resolve conflicts of interest in the organization. A conflict of interest may exist when an employee, a Board member, or council-steering member is involved in any activity or has a personal or financial interest that may interfere in the performance of his or her duties, his or her objectivity in performing those duties, or always acting in the best interest of the ACI Foundation.

Additionally, in your role, you may review or see applications or proposals. The ACI Foundation is committed to maintaining the confidentiality of proposals and applicants, and the review process and reviewer identities. You must not copy, quote, use, or disclose any material from any proposal or application you are asked to review. Do not disclose the identities of reviewers, the relative assessments or rankings of proposals or applicants.

Please describe below any relationships, positions, or circumstances in which you are involved that you believe could contribute to a conflict of interest (as defined in the ACI Foundation's Conflict of Interest Policy) arising.

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the [Conflict of Interest Policy](#) of the American Concrete Institute Foundation that is currently in effect and to maintain confidentiality of applications, proposals and applicants.

Signature: _____

Date: _____

Name: _____

Position: _____