

American Concrete Institute Foundation (“ACIF”) Policies
Conflict of Interest
03/27/2019

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 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.

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 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.

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.

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) from an organization (and/or Principle investigator 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 organization (and/or principal investigator) or with a family member of the principal investigator, or
- is currently employed, is being considered for employment, was previously employed within the last 12 months, is serving on governing committees within the organization or is a student at the organization.

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 error 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 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.

Conflict of Interest and Confidentiality Disclosure Form for Reviewers

You have been asked to serve as a reviewer on one of the ACI Foundation's or council's initiatives. As such, you must complete this form to help us identify and resolve possible conflicts of interest and to confirm your commitment to confidentiality of information you review.

- Please read the current ACIF COI policy to understand specific points of conflict. Remember that 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.
- 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, 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 out of your role in this project.

If these exist, can you be objective as a reviewer and comfortable reviewing? Yes No

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: _____