

# Conflict of Interest Procedure

Please review the following definitions of “directly affiliated,” “indirectly affiliated” and “unaffiliated” to determine whether you have, may have or appear to have a conflict of interest.

## 1. Scorers “Directly Affiliated” with a Grant Application

A scorer is directly affiliated with a grant application when the scorer or a member of the scorer’s family<sup>1</sup> contributes to the development and/or execution of a grant application in a substantive, measurable way, whether or not compensation is requested or received. Further, scorers with a direct or indirect pecuniary interest<sup>2</sup> in any grant application may not participate in the scoring of any grant applications with which they have a direct or indirect pecuniary interest.

By way of example, scorers directly affiliated with grant applications include, but are not limited to:

- A governing board member of a community school applying for a grant;
- A member of the board of a sponsor of a community school applying for a grant;
- The principal or superintendent of a community school applying for a grant;
- An administrator or educator working for the community school or operator of the community school applying for a grant;
- An employee of the sponsor or operator of a community school applying for a grant;
- Consultants or suppliers participating in or planning to participate in implementing a grant in partnership or with a grant applicant; or
- An employee of the sponsor or management company of a community school applying for a grant.

If a scorer directly affiliated with a grant application scores any applications with which he or she is affiliated, the grant application to which the scorer is affiliated will be deemed void.

## 2. Scorers “Indirectly Affiliated” with a Grant Application

A scorer is indirectly affiliated with a grant application when the scorer or a member of the scorer’s family does not contribute to the development or execution of a grant application in a substantive, measurable way but maintains an indirect professional relationship with a grant applicant. Scorers indirectly affiliated with a grant application may not review any applications.

By way of example, scorers indirectly affiliated with grant applications may include, but are not limited to:

- A former colleague of anyone developing and/or executing a grant application; or
- A present or former employee of any organization developing or executing a grant application.<sup>3</sup>

A scorer indirectly affiliated with a grant application may not score any application. If a scorer happens to score an application with which he or she has an indirect affiliation, that score will be void and the grant application must be reviewed by another “unaffiliated” scorer before the application advances to the next step of the grant application review process.

## 3. Scorers “Unaffiliated” with a Grant Application

A scorer is unaffiliated with a grant application when the scorer or a member of the scorer’s family neither contributes to the development and/or execution of a grant application in a substantive, measurable way nor

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<sup>1</sup> Family members include, but are not limited to, the following: grandparents; parents; spouse; children and stepchildren, whether dependent or not; grandchildren; brothers and sisters; or any person related by blood or marriage and residing in the same household.

<sup>2</sup> Pecuniary interest includes anything of value. For a full definition, see section 1.03 of the Ohio Revised Code.

<sup>3</sup> A scorer is considered a former employee if he/she worked for an organization developing or executing a grant application at any point during the past year.

maintains an indirect professional relationship with a primary or secondary grant applicant. Scorers without any direct or indirect affiliation may review any grant application.

If scorer is...	Directly affiliated with a grant application	Indirectly affiliated with a grant application	Unaffiliated with any grant application
<b>Ability to score grant applications</b>	<ul style="list-style-type: none"> <li>Scorer may not review any grant applications.</li> </ul>	<ul style="list-style-type: none"> <li>Scorer may not review any grant applications.</li> </ul>	<ul style="list-style-type: none"> <li>Scorer may review any grant application.</li> </ul>
<b>Ramifications of scoring an affiliated grant application</b>	<ul style="list-style-type: none"> <li>Directly affiliated grant applications he or she scored are void.</li> </ul>	<ul style="list-style-type: none"> <li>Indirectly affiliated grant applications he or she scored will be void and the application must be reviewed by another scorer.</li> </ul>	



**Certification**

I certify that I have read the attached "Conflict of Interest Procedure." I certify that to the best of my knowledge I have disclosed all potential conflicts of interest that I have or may have with the Charter School Program grant and I fully understand the confidential nature of the grant application review process and agree: (1) to return all materials related to it; (2) not to disclose or discuss the materials associated with the review, my evaluation or the review meeting with any other individual except as authorized by designated Ohio Department of Education administrative staff; (3) not to disclose information about approved grants prior to the signing of the grant agreement; and (4) to refer all inquiries concerning the review to Ohio Department of Education administrative staff or other designated officials.

Signature: \_\_\_\_\_  
\_\_\_\_\_

Date

## Post-Review Conflict of Interest Statement

### CHARTER SCHOOL PROGRAM GRANT POST-REVIEW CERTIFICATION FORM REGARDING CONFLICT OF INTEREST FOR REVIEWERS OF GRANT APPLICATIONS

Date(s) of review: \_\_\_\_\_

Provide the names of the Charter School Program Subgrant applicants for which the reviewer evaluated during the competition:

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**Check only one:**

I have read the "Conflict of Interest Procedure," and I hereby certify that, based on the information provided:

I have no relationships with any person or entity that might constitute a conflict of interest.

I have the following potential conflict(s) of interest:

**Identify the individual or entity with whom you have an economic or fiduciary relationship and describe briefly the nature of the relationship/conflict. Attach additional sheets if necessary.**

<i>Individual or Entity</i>	<i>Nature of Relationship</i>

### CERTIFICATION

I fully understand the confidential nature of the review process and certify that in the review above, I did not participate in an evaluation of any application or proposal with which I knowingly had a conflict of interest.

Printed Name

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Signature

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