

Conflict of Interest Information Sheet

THE DISTRICT OF THE COLUMBIA OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION IS COMMITTED TO ENSURING A FAIR, EQUITABLE, AND TRANSPARENT GRANT REVIEW PROCESS IS CONDUCTED. AS A POTENTIAL GRANT REVIEWER, PLEASE LOOK OVER THE FOLLOWING EXAMPLES OF POSSIBLE CONFLICTS OF INTEREST TO DETERMINE YOUR ELIGIBILITY TO PARTICIPATE IN THIS PROGRAM. .

1. YOUR AFFILIATIONS WITH AN APPLICANT INSTITUTION.

A conflict may exist if you or an immediate family member(s) are:

- Currently employed, in any capacity, with the applicant institution.
- Previously employed with the applicant institution within the last 12 months.
- Being considered for employment with the applicant institution.
- Re-employed, through a formally or informally arrangement, with the applicant institution.
- Owner(s) of securities of firms involved in the proposal or application.
- Member(s) on a visiting committee or similar body at the applicant institution.
- Holder(s) of an office, governing board member(s), or relevant committee chairperson in the applicant institution. (Ordinary membership in a professional society or association is not considered an office.)
- Currently enrolled as a student with the applicant institution. (Only a conflict for proposals or applications that originate from the department or school in which one is a student.)
- Receiver(s) and retainer(s) of an honorarium or award from the applicant institution within the last 12 months.

2. YOUR RELATIONSHIP WITH A PERSON WHO HAS A PERSONAL INTEREST IN THE PROPOSAL OR OTHER APPLICATION.

A conflict may exist if you have a:

- Known family relationship as spouse, child, sibling, or parent.
- Business or professional partnership.
- Past or present association as thesis advisor or thesis student.
- Collaboration on a project or on a book, article, report, or paper within the last 48 months.
- Co-editing of a journal, compendium, or conference proceedings within the last 24 months.

3. AFFILIATIONS OR RELATIONSHIPS ARE DEFINED AS:

- Your spouse, minor child, a relative living in your immediate household or of anyone who is legally your partner that you are aware of.
- Other relationship(s), 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.

**Office of State Superintendent of Education
Division of Education Excellence**

51 N Street, NE, Lower Level
Washington, DC 20002

Attn: Lisa Williams

(202) 741-6419 (voice) (202) 741-6491 (fax)

Email: lisa.williams@dc.gov