



SUMMARY OF 2012 POLICY REVISIONS

Policy 08-01: Conflict of Interest

- Added reference to 16C.04 – Ethical Practices and Conflict of Interest
- Added definition of a potential conflict of interest
- Clarified who must be contacted if a conflict of interest is disclosed (supervisor, RFP contact person or grant program manager)
- Clarified that if a conflict is disclosed, reviewer must avoid discussing that applicant with other reviewers
- Clarified that all parties involved with the grant review or grant management process must be aware that a conflict has been disclosed
- Added potential procedure to avoid organizational conflicts of interest: agencies may consider how potential applicants manage conflict of interest by asking questions about conflict of interest policies or procedures in the Request for Proposals.

Conflict of Interest Disclosure Form Template:

- Added definition of potential conflict of interest from revised Policy 08-01 (see above)
- Revised section to be completed by agency or grant program personnel to include more information about conflicts disclosed and if conflict was evaluated by agency/program personnel
- Added agency signature and date confirming reviewers participation and/or limitations due to conflicts disclosed

Policy 08-03: Writing and Publicizing Grant Notices and Requests for Proposals

- Clarified that grants under \$5,000 do not require a Request for Proposals (RFP)
- Encourage use of e- mail, agency distribution lists and agency website for RFP distribution

Policy 08-07: Single and Sole Source Grants

- Clarified that agency convenience and/or prior relationships with grantees are not a sufficient basis for a single/sole source grant.
- Added specialized equipment and funder designated sub-recipient as possible justifications for a single/sole source grant.
- Require the single/sole source form to be reviewed by someone other than the grant manager.



- Require signatures from grant manager, division director (or designee) and contact from agency's financial management area.

Single/Sole Source Justification Form Template:

- Revised special circumstances relevant to grant to include: specialized equipment and funder designated sub-recipient per revised Policy 08-07 (see above).
- Added SWIFT reference
- Included required signature from agency's financial management area per revised Policy 08-07 (see above).

Policy 08-12: Grant Amendments

- Clarified that grant amendments should be executed before the original agreements (or any existing amendments) expire. If it has expired, contact agency's grant coordinator or legal representative to discuss options.
- Clarified that an amendment should include details about changes or extensions granted (i.e. fully explain change in Recitals, Item 2 of amendment template) because an amendment is a legally binding document.