



## **Grant Proposal - Conflict of Interest Policy**

### **PURPOSE**

The International Essential Tremor Foundation (IETF) is a nonprofit, tax-exempt organization. Maintenance of its tax-exempt status is important both for its continued financial stability and for public support. Therefore, the IRS as well as state regulatory and tax officials view the operations of the IETF as a public trust, which is subject to scrutiny by and accountable to such governmental authorities as well as to members of the public.

Consequently, there exists between the members of the Medical Advisory Board, officers and members of the IETF Board of Directors, IETF employees and the public a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity. The officers and members of the IETF Board of Directors and IETF employees have the responsibility of administering the affairs of the IETF honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of the IETF. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with the IETF or knowledge gained for their personal benefit. The interests of the organization must be the first priority in all decisions and actions.

### **PERSONS CONCERNED**

This statement is directed to those persons who may submit grant proposals to the IETF Medical Advisory Board. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship is similar to that of persons who are related by blood or marriage.

### **AREAS IN WHICH THERE IS A DIRECT CONFLICT**

1. A direct conflict arises if an individual is a member of the IETF Board of Directors or an employee of the IETF. Therefore, individuals who serve on the IETF Board of Directors or who are employees of the IETF are not permitted to submit grant proposals.
2. A direct conflict arises when an individual who is employed by a firm(s) that provide funding to the IETF such as, but not limited to pharmaceutical and medical device companies submit grants. Therefore, these individuals are not permitted to submit grant proposals.

### **AREAS IN WHICH A CONFLICT MAY ARISE NECESSITATING A REVIEW**

A conflict of interest, direct or indirect, may be considered to exist in some instances when individuals submit a grant:

1. There may be a conflict if an individual is a member of the board of a competing organization(s)
2. There may be a conflict if an individual is an employee of an agency, organization, or association which affect the operations of the IETF
3. There may be a conflict if an individual is a relative of a member of the IETF Board of Directors, IETF Medical Advisory Board or IETF employee
4. There may be a conflict if an individual receives gifts, gratuities, entertainment or remuneration for services with respect to individual transactions involving the IETF

A conflict of interest can arise in other instances. While it is impossible to list every circumstance giving rise to a possible conflict of interest, the above will serve as a guide to the types of activities which do as well as possibly cause conflict.

Full disclosure of any situation that might raise an actual or potential conflict of interest will be reviewed by the IETF Board of Directors in order to permit an impartial and objective determination. It should be particularly noted that this disclosure relates not only to you, but also relatives.

Individuals who submit grant proposals are to read, review and sign a Conflict of Interest Questionnaire when submitting a grant.

