

GPCI Ambassador Conflict of Interest & Eligibility Policy

Purpose

The Grant Professionals Certification Institute (GPCI) recognizes the value of GPCI Ambassadors in increasing awareness and understanding of the Grant Professional Certified (GPC) credential and supporting grant professionals interested in pursuing certification.

GPCI also recognizes that Ambassadors may be involved in grant-related education, professional development, GPC study groups, or GPC exam preparation through their employment, business, professional associations, or volunteer activities. This policy establishes guidelines to identify, disclose, and appropriately manage actual, potential, or perceived conflicts of interest while protecting the integrity and independence of the GPC credential and examination.

General Eligibility and Disclosure

GPCI Ambassadors must:

- Meet the eligibility requirements established for the GPCI Ambassador Program;
- Comply with applicable GPCI policies and confidentiality requirements;
- Complete and annually update GPCI's Conflict of Interest Disclosure Form; and
- Promptly disclose any new activity or relationship that may create an actual, potential, or perceived conflict of interest.

The existence of a potential conflict does not necessarily prohibit an individual from serving as a GPCI Ambassador. In many circumstances, disclosure and appropriate management of the conflict are sufficient.

General Grant-Related Training

GPCI Ambassadors may provide paid or unpaid grant-related training, presentations, workshops, or professional development, including education aligned with GPCI competencies.

General grant-related education does not constitute GPC exam preparation solely because its content overlaps with competencies or knowledge relevant to the GPC credential.

Ambassadors providing such education must disclose applicable professional or financial interests through GPCI's annual Conflict of Interest process and must not imply that their training is endorsed, sponsored, or approved by GPCI unless GPCI has expressly authorized such representation.

GPC Exam Preparation and Study Groups

A GPCI Ambassador may provide, develop, teach, or facilitate GPC exam preparation or a GPC study group only if the Ambassador:

1. Is not currently serving on the GPCI Board of Directors;
2. Has not served on the GPCI Board of Directors during the preceding five years;
3. Has not participated in GPC exam development or exam certification committees or activities during the preceding five years;
4. Has not served on another GPCI Board committee during the preceding five years, except for GPCI's Marketing Committee; and
5. Discloses the activity and any related financial or professional interest as required by GPCI's Conflict of Interest process.

An Ambassador meeting these requirements may provide GPC exam preparation or facilitate a GPC study group, whether paid or unpaid.

Required Disclaimer

An Ambassador who provides GPC exam preparation or facilitates a GPC study group must clearly disclose the potential conflict of interest to participants.

The disclaimer must make clear that:

- The individual also serves as a GPCI Ambassador;
- The exam preparation program or study group is separate from the individual's GPCI Ambassador role; and
- The program, instruction, materials, or study group are not endorsed by GPCI unless GPCI has expressly authorized such endorsement.

The disclaimer should be provided in a manner reasonably calculated to ensure participants understand the distinction, including verbally at the beginning of instruction or facilitation and, where applicable, in written or electronic program materials.

GPCI may establish standard disclaimer language for Ambassadors to use.

GPC Prep Courses and GPC Study Groups

For purposes of this policy, a GPC exam preparation course is a structured instructional program specifically intended to prepare individuals for the GPC examination. It may include a defined curriculum, instruction, coaching, practice activities, test-taking strategies, or other organized preparation specifically connected to the GPC examination.

A GPC study group is generally a collaborative, peer-based activity in which participants prepare together by reviewing resources, discussing relevant concepts, sharing professional knowledge, and supporting one another's preparation.

Study groups may have a facilitator who organizes meetings, identifies topics, or helps guide discussion. However, a study group may become functionally equivalent to an exam preparation course when the facilitator provides structured instruction, formal curriculum, or exam-specific coaching.

For purposes of determining an Ambassador's eligibility under this policy, both GPC exam preparation and facilitation of a GPC study group are subject to the five-year eligibility and disclosure requirements described above.

Prior Exam Development or Certification Activities

Individuals who previously participated in GPC exam development, job analysis, item writing, examination certification, or similar confidential examination activities may serve as GPCI Ambassadors.

However, an individual may not provide GPC exam preparation or facilitate a GPC study group until at least five years have passed since their participation in such activities.

Regardless of when the individual participated, all examination information obtained through confidential GPCI activities must remain confidential and may never be used or disclosed in training, study groups, exam preparation, consulting, or other professional activities.

Prior GPCI Board and Committee Service

Former GPCI Board members may serve as Ambassadors but may not provide GPC exam preparation or facilitate a GPC study group until at least five years have passed since their Board service.

Similarly, individuals who have served on a GPCI Board committee within the preceding five years may serve as Ambassadors but may not provide GPC exam preparation or facilitate a GPC study group during that period.

Service on GPCI's Marketing Committee is specifically excluded from this restriction. Marketing Committee service alone does not prevent an otherwise eligible Ambassador from providing GPC exam preparation or facilitating a GPC study group.

Employment or Affiliation with Organizations Providing Exam Preparation

An Ambassador's employment by, ownership of, or affiliation with an organization that provides GPC exam preparation or supports GPC study groups does not, by itself, make the individual ineligible to serve as an Ambassador.

If the Ambassador personally provides, develops, teaches, or facilitates GPC exam preparation or a GPC study group, the Ambassador must satisfy the eligibility and disclaimer requirements in this policy.

Relevant organizational, employment, business, or financial relationships must be disclosed through GPCI's Conflict of Interest process.

Separation of Roles

Ambassadors must take reasonable steps to distinguish activities performed on behalf of GPCI from activities performed through their employment, business, professional association, or other volunteer roles.

An Ambassador may not:

- Suggest that access to an Ambassador provides an advantage on the GPC examination;
- Claim or imply access to confidential examination content;
- Use or disclose confidential GPCI examination information;
- Suggest that GPCI endorses a particular exam preparation provider, course, study group, product, or service unless expressly authorized by GPCI; or
- Use the GPCI Ambassador role in a manner that creates a misleading competitive or commercial advantage.

Conflict of Interest Review

When questions arise regarding whether an Ambassador's activities comply with this policy, the matter may be referred to GPCI for review.

GPCI may:

- Determine that no conflict exists;
- Approve the activity with disclosure;
- Require additional safeguards or mitigation;
- Require an Ambassador to refrain from a particular activity while serving in the Ambassador role; or
- Determine that a conflict cannot be appropriately managed.

The goal of this process is to manage conflicts transparently while protecting the integrity of GPCI, the GPC credential, and the GPC examination.

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