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OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State and State Librarian

Illinois State Library
CONFLICT OF INTEREST
ANNUAL DISCLOSURE STATEMENT & TERMS OF AGREEMENT
for Committee/Board/Subcommittee Members and Grant Reviewers

Terms of Agreement—Committee/Board/Subcommittee Members:

1. Committee/board/subcommittee members must make known to the Office of the Secretary of State/Illinois State Library (SOS/ISL) their connections with groups doing business with the SOS/ISL.
2. Committee/board/subcommittee members who have an actual or potential conflict of interest may not participate in discussions or vote on matters affecting transactions between the SOS/ISL and the other group.

Terms of Agreement—Grant Reviewers:

The terms for committee/board/subcommittee members listed above also apply to grant reviewers.

If a grant reviewer has an application in competition during a review cycle, that grant reviewer shall not serve on the related review committee during that grant cycle. Grant reviewers must examine the applications, applicants and/or organizations in the grant documents that they have been assigned to review in order to determine whether they have an actual or potential conflict of interest. An affiliation between an applicant or organization and the reviewer and his/her immediate family, which constitutes an actual or potential conflict of interest, includes the following:

1. Receipt of direct financial benefit from the applicant organization.
2. Serving as an employee or governing board member of the applicant organization.
3. Serving with or without payment as a consultant of the applicant, applicant organization or the project being reviewed.
4. Close familial or other personal relationship with an individual applicant that could constitute the appearance of a conflict of interest. Familial relationships include father/step-father, mother/step-mother, brother/step-brother, sister/step-sister, son/step-son, daughter/step-daughter, spouse or parties to a marriage or party to a civil union, domestic partner, children (including adopted, custodial or in-law), grandparents, grandchildren, parents-in-law, brothers or sisters-in-law, nieces, nephews, aunts and uncles.

Reviewers are asked to use their best judgment to determine whether an actual or potential conflict of interest conflict exists.

At the grant review meeting, reviewers who have an actual or potential conflict of interest cannot participate in the review of that cycle of grants, and must take a leave from the committee until the next grant cycle.

If a grant review meeting is not convened, i.e., if grant reviews are completed and returned to the ISL by reviewers in the field, then reviewers who have an actual or potential conflict of interest cannot participate in the review of that cycle of grants, and must take a leave from the committee until the next grant cycle.

Reviewers who have an actual or potential conflict of interest must not discuss any of the matters pertaining to the application with other reviewers or other persons at any time before, during or after the reviewers' removal. Please list below the grant numbers of applications which may present an actual or potential conflict of interest. Indicate "not applicable" if there are no actual or potential conflicts of interest.

_____ _____

_____ _____

Signature—Committee/Board/Subcommittee Members and Grant Reviewers:

Print Name	***Date***
Committee/board/subcommittee name (one form per body)	***Signature***

Committee/board/subcommittee members and grant reviewers must annually complete this form before serving on any ISL committee/board/subcommittee or reviewing grants.

☐ **By checking this box, I agree to abide by the terms set forth in this document.**

This document can be submitted electronically or can be returned by mail to:

Illinois State Library
Gwendolyn Brooks Building
300 South Second Street RM 514
Springfield, Illinois 62701

Illinois State Library use only

Name of State Library staff member reviewing:

Review of member information and decision: ☐ This member may serve on this body. ☐ This member may not serve on this body.

Revised August 2015