

# Texas A&M University

The Office of Scholarships & Financial Aid in collaboration with Aggie Mothers Club Scholarships

## Conflict of Interest and Confidentiality Statement for 2015-2016

*To be completed by each staff member that reviews scholarship applications and submitted annually to the Assistant Director prior to receiving or reviewing scholarship applications.*

A conflict of interest can occur when an action of a staff member reviewing and/or recommending a scholarship award results in a direct financial benefit to a person closely affiliated to the staff member. A conflict of interest may also occur if a staff member exerts influence to select a recipient without considering objective criteria for the scholarship.

Staff/selection committee members are often asked to serve because of their knowledge of local communities or connection with schools and colleges. In some cases, scholarship donors may act in an advisory capacity to a scholarship committee as well. This may mean that they are familiar with individual scholarship applicants or their families or in some cases are related to applicants. Staff members must be able to make independent decisions on behalf of the scholarship office and Texas A&M University without potential or perceived influence caused by conflict of interest. They must evaluate the eligibility of all applicants without bias and make selection recommendations based on the established objective criteria for the scholarship.

Staff/selection committee members should avoid any situation where personal and business relationships could have, or give the appearance of having, influence on the member's judgment in matters under consideration.

In case of a potential conflict of interest, the member shall declare the conflict to the Associate Director (Executive Director if Associate Director/Director) and not review the application and/or leave the meeting until deliberations on the applicant are complete. The member shall not influence the discussion or decision making process where there is a potential conflict of interest.

As a member of the selection committee, I confirm that:

1. I have received, read and understand the Scholarship Resource Guide applicable to Texas A&M scholarships.
2. I will maintain selection committee discussions confidential.
3. I affirm that this selection committee is not directly or indirectly controlled by the donor(s), donor advisor(s) or their family members.
4. The review of applications will be based on objective criteria reasonably related to the purposes of the scholarship. The scholarship applications will be distributed to a broad class of eligible individuals and no individual is earmarked to receive a scholarship award.
5. I affirm that I will not recommend that any scholarship be awarded to a student who is my employee or family member.

I understand the Conflict of Interest policy set forth above and agree to adhere to this policy.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Printed Name: \_\_\_\_\_