

FOR GOOD. FOR EVER.

## NGCF SCHOLARSHIP REVIEWER INSTRUCTIONS: COMPLETING CONFLICT OF INTEREST FORM

The entire NGCF Scholarship Review Process will take place online in the NGCF Scholarship Portal. The process includes completing an initial Conflict of Interest form as well as reviewing and scoring the student applications once they are available.

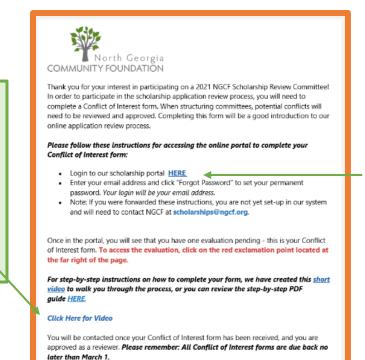
The instructions within this document will serve as a guide to completing the NGCF Scholarship Reviewer Conflict of Interest (COI) form in the NGCF Scholarship Portal. Additional separate instructions are available for student application reviews and scoring.

Completion of the COI form is required to be an NGCF scholarship reviewer and must be submitted by March 1. Completing this initial form within the portal also allows reviewers the opportunity to familiarize (or re-familiarize) themselves with the portal's functionality prior to the time to review and score applications.

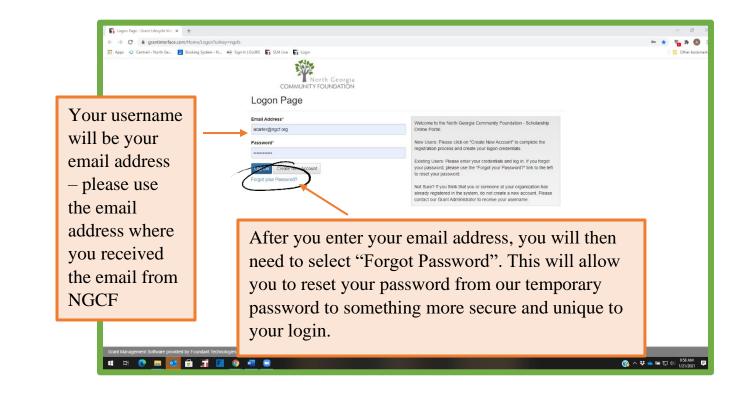
## Steps to completing the NGCF Scholarship Reviewer Conflict of Interest form:

All potential scholarship reviewers will be sent the below system generated email to the email address that was initially provided to NGCF.

Click the Link to access our step-by-step video on how to complete your Conflict of Interest form.



Click this Link to Access the Scholarship Portal



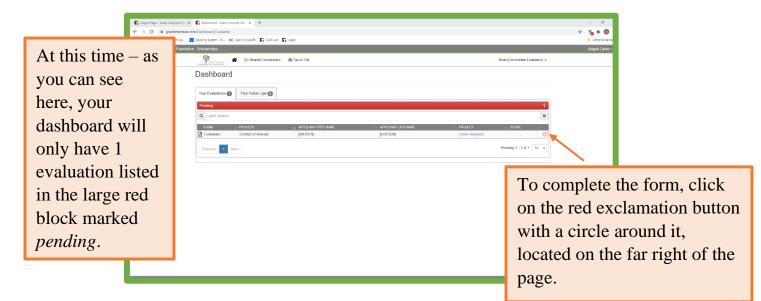
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Be sure to note your new password, as you will use this same login throughout the review process.

But don't worry if you ever forget your password! You can always click "Forgot Password" or contact our office for assistance.

Once you have logged in to the scholarship portal you will be taken to your "Dashboard" where you will find your evaluations for review.

To begin completing your Conflict of Interest form, look down at the next line where you see the process listed. On the portal, the process will refer to the name of Scholarship or form that you were assigned. *Note: You will not be able to see the Applicant Name as this process is anonymous*.



Please read this form carefully prior to filling it out.

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To ensure this objectivity, NGCF requires all members of Scholarship Review. Committees to review the scholarship policy and rules, as well as complete a contrict or interest form. By completing and signing this agreement the scholarship reviewer is acknowledging that they understand and agree with all rules and have stated any potential contricts of interest hey toresee.						
Grant Management Software provided by Foundant Technologies 0 2021						

The first question you will encounter will be asking if you have any specific conflicts of interest. As you can see, we give examples such as a child or grandchild graduating from a specific high school.

Please note that it is okay to have conflicts, it does not mean you are not allowed to participate in the scholarship review process. It simply makes us aware not to match

you to review a scholarship that could potentially have an applicant you are related to. (For example: if you have a niece graduating from Gainesville High School this year, that we won't assign you any Gainesville High School specific scholarships to review.

This step ensures that even though applicant names have been removed, it meets IRS regulations of objectivity, while still allowing your niece to apply for our scholarships and you to participate on a review committee. By selecting "Yes", you will be prompted to list the conflict(s) including the school(s) to help us when we assign scholarships for all reviewers.

Please describe

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	Conflict of Interest A member has a conflict of interest if (a) the member is related by blood, maniage, or adoption to a scholarship applicant; (b) the member will receive a direct or indirect financial benefit from recommending a scholarship ba particular adolecant or (c) die to personal or business relationships or any other reason, the member events influence to recommend a recisient without reaard to the scholarship orders	include the
My	<ul> <li>If a member has an actual or potential conflict of interest concerning an applicant, the member will disclose the conflict to the rest of the committee. The member shall not discuss the scholarship applicant with anyone on the committee and will not participate in, or be present during, any committee deliberations concerning that applicant.</li> </ul>	relationship and
child/grandchild	Do you have a Conflict of Interest?"	schools that the
is a graduating	If you have, or think you may have a Conflict of Interest, please select Yes and you will be prompted to describe any potential conflicts. NGCF will review your response and determine if you are eligible to serve on the committee.	a sufficient sufficient
0 0	Examples of potential conflicts include.  • My childgrandbritd is a graduating Senior alHigh Sonool.	conflict pertains
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Additionally, you will be asked to read and confirm our confidentiality statement. And then you are ready to submit!

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⊘ Your Evaluation has been saved.				
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Once you have submitted this Conflict of Interest form, it will				
show you it was submitted at the top of the page.				

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Your Conflict of Interest form will be reviewed by NGCF staff. The NGCF scholarship team will contact you if we have any additional questions.

In order to participate in the 2021 scholarship review process, your Conflict of Interest form must be turned in by 5:00 p.m. on March 1<sup>st</sup>. We would appreciate your help in completing this form promptly, as it will help us start evaluating potential conflicts, and assigning scholarships for review.

Scholarships applications for students will also close on March 1<sup>st</sup> and we will be assigning applications to committees as soon as possible after the close of the scholarship cycle. You will receive your applications to review no later than March 15<sup>th</sup>. Once they are ready to review, the system will alert you via email.

Mark your calendar for Wednesday, February 24<sup>th</sup> at 3:00 p.m.!

NGCF will be hosting a live tutorial on how to access your evaluations and submit your scoring. We hope that you will join us for this informative session, but if you cannot, we will record the tutorial to share with you!

We look forward to an exciting 2021 scholarship season and appreciate your willingness to serve as a scholarship reviewer!

If you have any questions about this Conflict of Interest form or the process itself, please feel free to reach out to the scholarship team at NGCF at 770-535-7880 or scholarships@ngcf.org.