



POLICY ON ANTI-NEPOTISM IN SPONSORED ACTIVITY

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Version Number: 001

Classification: Conduct of Research

Effective Date: March 8, 2019

Responsible University Office: Conflict of Interest in Research Office

1.0 Purpose

To ensure objectivity and integrity in the conduct of research, Clemson University employees are obligated to make decisions that are in the best interest of the institution, free from any conflict that might place personal interests ahead of the public interest. The University recognizes that family relationships may create, or be perceived as creating, a conflict of interest that undermines objectivity or creates or appears to create favoritism. The purpose of this policy is to define what situations constitute nepotism in sponsored activity and set forth procedures to identify these instances and eliminate, manage or mitigate their occurrence.

2.0 Applicability

This policy applies to all faculty, staff and students submitting applications for externally sponsored support.

3.0 Government Rules and Regulations

The S.C. Ethics Act contains certain prohibitions against nepotism and restrictions on Dual Career Employment (see Clemson University Guidance "Conflicts of Interest in Human Resources" SC Code Title 8, Chapter 13: <http://www.scstatehouse.gov/code/title8.php> and Clemson University Conflict of Interest Policy: <https://www.clemson.edu/conflict-of-interest/coi-policy.html>)

SECTION 8-13-750. Employment, promotion, advancement, or discipline of family member of public official, member, or employee.

(A) No public official, public member, or public employee may cause the employment, appointment, promotion, transfer, or advancement of a family member to a state or local office or position in which the public official, public member or public employee supervises or manages.

(B) A public official, public member, or public employee may not participate in an action relating to the discipline of the public official's, public member's, or public employee's family member.

4.0 Definitions

Anti-Nepotism – Measures taken to avoid patronage bestowed or favoritism shown on the basis of family relationship, as in business and politics:

Family Member - An individual who is: (a) the spouse, parent, brother, sister, child, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, or grandchild; (b) a member of the individual's immediate family.

Immediate Family - (a) A child residing in a candidate's, public official's, public member's, or public employee's household; (b) a spouse of a candidate, public official, public member, or public employee; or (c) an individual claimed by the candidate, public official, public member, or public employee or the candidate's, public official's, public member's, or public employee's spouse as a dependent for income tax purposes.

Project Team – Includes co-investigators, technicians, collaborators, subrecipients, students or other individuals for which the principal investigator controls compensation, evaluation, or other matters affecting terms and conditions of employment.

Public Employee - A person employed by the State, a county, a municipality, or a political subdivision thereof.

South Carolina Ethics Act - Ethics Reform Act of 1991 to restore public trust in government.

5.0 Policy

It is the policy of Clemson University that the basic criteria for inclusion as a project team member in a sponsored proposal/award shall be appropriate qualifications and performance. To ensure compliance with the State of South Carolina Ethics Act, Clemson University requires all principal investigators to disclose at time of proposal submission any family members who are included on the project team as co-investigators, technicians, students, collaborators or subrecipients. If awarded, the principal investigator will 1) eliminate the conflict, or 2) complete a management plan approved by the Clemson University Conflict of Interest in Research Committee to manage/mitigate the conflict. Any decisions regarding compensation, evaluation, or other matters affecting terms and conditions of employment should be reassigned to an administrator or a different faculty member.

6.0 Responsibilities

Associate Dean for Research – Affirm that the disclosed family member represents appropriate qualifications for the project role. Upon award notification or per sponsor requirements, assist with the development of a management plan when a conflict is identified.

Conflict of Interest in Research Program Director – The Conflict of Interest Office (COI) will confirm that the familial relationship has been documented appropriately through the conflict of

interest disclosure process. Additionally, the COI Office will work with the employee to create a management plan that will serve as a guideline for the employee(s) who are affected by the disclosed relationship.

Department Chair – Affirm that the disclosed family member represents appropriate qualifications for the project role. Upon award notification or per sponsor requirements, assist with the development of a management plan when a conflict is identified.

Grants and Contracts Administration – Verify changes in personnel submitted for sponsor approval that a conflict does not exist, or if present, the conflict has been properly managed.

OSP Support Centers – Ensure disclosure question is completed at time of submission. At award receipt, notify Conflict of Interest Office of InfoEd records with a positive disclosure.

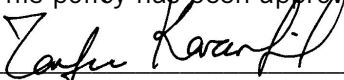
Principal Investigator – Annually disclose conflicts of interest as required by the Clemson University Conflict of Interest Policy. At time of InfoEd record creation, disclose whether any member of the project team is a family member. If required by sponsor at time of submission, include a statement in the proposal disclosing the family relationship and how the conflict will be managed. Assist the Conflict of Interest in Research Program Manager to eliminate, mitigate and/or manage identified conflicts within sixty (60) days of award notification or per timeline specified by sponsor.

7.0 Sanctions for Non-Compliance

Clemson University reserves the right to 1) deny submission of applications when the disclosure is in question or in error, 2) withdraw applications when the disclosure is proven an intentional error after submission, 3) refuse to accept an award if disclosure was made in intentional error.

8.0 Approval Signatures

This policy has been approved by:



 Tanju Karanfil
 Vice President for Research

March 7, 2019

 Date

REVISION HISTORY		
EFFECTIVE DATE	REVISION NUMBER	MODIFICATION
March 8, 2019	001	