Use of AI:
With the emergence of Large Language Models (LLMs) such as ChatGPT, it is important to remember these are tools that should be used appropriately and ethically, using the **Grant Professionals Association (GPA) Code of Ethics** as a guideline when questions arise.

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As with other ethical issues concerning our profession, it is our responsibility to educate our clients and peers on appropriate grant-seeking practice.

There are two major types of AI: assistive and generative.

Assistive: Spell checking, predictive text, etc. are examples of assistive AI we've all used for years. Additionally, AI is helpful in conducting research or finding/assessing data. These uses of AI are appropriate and helpful in our work.

Generative: Generative AI creates something "new," using existing electronic data (some of which may be proprietary and uncited) to develop content in response to a user prompt.

At Sharpshooter, we make a living by creating excellent grant materials for our clients. If a client pays us to create a document or write a proposal and we respond with an AI-generated product, that is plagiarism (claiming something you did not create as your own work).

Inappropriate use of AI is a disservice to our clients and causes harm to Sharpshooter's reputation and ability to do business. The following are a few illustrative examples (**not exhaustive**) of appropriate and inappropriate use of LLMs and other AI tools.

Appropriate	Inappropriate
Seeking high-level background information to become familiar with a topic.	Cutting and pasting results of an AI search into a grant document without citation.
Entering the text of a support letter and asking it to be rewritten (when you want different versions of essentially the same letter)	While AI developers assert that doing so is not plagiarism, submitting something as an original work when someone/thing else created it is indeed plagiarism.
Entering a block of text and asking that it be reduced to fit character or word limits.	
Seeking suggestions on improvements to a document that isn't as well-written as it needs to be.	Using results of a search without checking its accuracy from sources that can be verified and cited.
Using tools to seek expert sources, then reviewing those original sources to gain the information needed. When using those	

sources, they should always be cited appropriately.	
Creating a transcript or summary of a meeting using AI "listening tools" such as Otter Ai or Zoom.	Failing to review the summary for any errors before sharing or acting upon them.
When asking Ai to create an image to help communicate a concept, illustrations are acceptable. For example, "a child eating a healthy meal, with a dog sitting next to them."	Asking for a photograph to be created. There may be privacy or copyright issues associated with these. If you use a photograph, it is better to use an actual one from the client or one that you get from a stock photo provider.

As technology continues to evolve, situations may change or new situations may emerge. Any time a staff member has questions or concerns, they should be voiced and discussed as a team BEFORE they are used in a work product.

All members of the Sharpshooter team must read and be familiar with this GPA position on the use of AI in grant-seeking:

GPA Statement on The GPA Code of Ethics and Artificial Intelligence Tools Using Large Language Models
June 10, 2023

Artificial intelligence (AI) and other large language models (LLM) alone are not a threat to the grants profession. Grant professionals write with emotion. AI/LLM cannot. Grant professionals can collaborate and form collaborations. AI/LLM cannot. Grant professionals create and foster transformational relationships that empower those they serve. AI/LLM lacks emotional intelligence; it cannot shake your hand or pick up the phone and call a funder. While AI/LLM could build a budget, it cannot ensure funds are allowable, allocable, reasonable, and necessary or that it meets your internal procurement policies or reflects your organization's mission and values. AI/LLM cannot take into account anything that does not

already exist within its dataset, including oral traditions, potential partnerships, and more.

AI/LLM is a productivity tool, like any other tool in our arsenal. The ethical use of AI/LLM can potentially increase our productivity and save time in completing mundane tasks (e.g., research, template creation). Being more efficient in these areas allows us to build collaborations and relationships that AI/LLM cannot.

GPA Plan to Support GPA Members
This AI/LLM statement from the GPA Board of Directors is not a one-time reflection of our thinking on AI/LLM. Rather, it is a beginning point for the work we have before us. GPA will offer specific technical assistance, training, and other guidance. Our initial thinking about the
supports in this dynamic area includes the following (not all-inclusive):
- Collaborating with the Ethics and Publications committees to address member concerns
- Soliciting feedback from members on their current use of AI/LLM and their concerns
- Developing skill-building around key AI/LLM areas (e.g., prompt engineering)
- Focusing upcoming GPA Community Connect events on AI/LLM to enable member
  discussions in a safe space
- Utilizing the Grant News Weekly to highlight select AI/LLM approaches from the field
- Designing other professional education events for GPA members

Examples of AI/LLM Applications
The GPA Board considers the advent of AI/LLM as a technology disruption that certainly impacts the grant profession. And, like any tool, it has both positive and negative implications. But this is not the first time a new tool or process has shaken our thinking, nor will it be the last. GPA will approach AI/LLM from a change management approach; that is, we will look for positive ways to utilize these new tools in ethical ways in the daily work of our members. As a first step, we offer the following examples of ethical, time-saving ways to use AI/LLM. Each of these strategies are currently in use by GPA Board members.
- Research and collecting data sets: Reputable sources must also be verified.
- Project name generator: Describing a project, and it will suggest some names.
- Finding quotes: A quote is sometimes a good opener, depending on the funder.
- Grant research: It may be helpful to find funders that are aligned with your mission.
- Meeting word counts: Asking AI/LLM to cut an original 550 words to 500 words.

- Obtaining background and context on an issue: Conducting high-level discovery activities to become more familiar with unfamiliar topics.

Conclusion

Whether we individually adopt AI/LLM in our daily work is irrelevant to the value we bring to the grant profession and our respective employers/clients. The skills and knowledge we bring to our field are unique and enduring. We are proud of the work we do and the ethical standards we abide by, regardless of the tools we use in our work. GPA will continue conversations and support. To that end, the GPA Board has approved the following statement on the GPA Code of Ethics and Artificial Intelligence Tools Using Large Language Models.