



Research Committee Confidentiality and Conflict of Interest Policy

Committee Member Name _____ Review Year _____

The Research Committee's goal is to maintain the highest integrity and professionalism for the peer review process. As such, this policy is intended to minimize any real or potential conflict of interest (COI) between committee members and applicants that may affect, or appear to affect, the integrity of the process.

Each committee member must identify a potential conflict to the Research Committee Chair via the pre-meeting COI disclosure prior to proposal review assignments. A submitting author may also request a COI be evaluated by the Research Committee chairs and Vice Chairs (General Grants and Student Grants).

The Research Committee Chair and Vice Chairs for General Grants and Student Grants will discuss all potential conflicts and determine if a COI does exist per the policy below. If the COI is determined to be present the identified reviewer will be restricted from providing written or verbal input or voting regarding that grant.

Such conflicts of interest may include, but are not limited to the following (Adapted from the National Institute of Health Conflict of Interest Policy):

Major Conflicts

- You are named on an application
- Having served or currently serving as the advisor on an academic committee of the applicant / nominee
- You or a close family member have a direct or indirect financial interest or would receive a direct financial benefit if an application is funded.
- You are planning a collaboration with anyone with a **major professional role** on the application.
- The application includes a letter of support or reference letter from you.
- Having a relationship with the applicant / nominee that precludes the committee member from conducting an unbiased review

Minor Conflicts

- The PI or anyone else on the application with a **major professional role** is from your institution or from your institutional component for multicomponent institutions,
- Within the past three years, you have published with, have collaborated with, or have been in a mentoring relationship with any person on the application who has a **major professional role**.

Confidentiality in the peer review process *prohibits* a reviewer member from:

1. Sharing applications, proposals, or meeting materials with anyone who has not been officially designated to participate in the peer review process.
2. Disclosing, in any manner, information about the committee deliberations, discussions,

evaluations, or documents to anyone who has not been designated to participate in the peer review process or who has a declared conflict of interest.

3. Using information contained in an application or proposal for his/her personal benefit or making such information available for the personal benefit of any other individual or organization.
4. Disclosing procurement information prior to the award of a contract.
5. Participating in NATA Foundation peer review without signing a confidentiality certification.

Eligibility of advisees of committee members

Committee member advisees are eligible for all programs offered by the Foundation and committee members should follow the above stated policy regarding the review of a student’s material.

Eligibility of committee members

Committee membership does not exclude eligibility.

CERTIFICATION

I have read the NATA Foundation Conflict of Interest rules and examined the list of applications proposals to be reviewed.

I certify that, based on the information provided:

- I do not have a conflict of interest and do not present the appearance of a conflict of interest with any of the proposals to be reviewed
- I have a conflict of interest or present the appearance of a conflict of interest with the specific applications listed below and hereby recuse myself from their review.

Signature _____ Date _____

Primary Investigator Name	Institution	Grant category*

*General, Education, New Investigator, Masters, Doctoral