

**RESEARCH COUNCIL OREGON STATE
UNIVERSITY**

Conflict-of-Interests and Confidentiality Statement for Research Council Members

1. Your Potential Conflicts of Interests.

Your designation as a Research Council (RC) member requires that you be aware of potential conflict situations that may arise. Read the examples of potentially biasing affiliations or relationships listed on the second page or back of this form. As a RC member, you will be asked to review proposals. You might have a conflict with one or more of the Principal Investigators (PIs) who are identified in the proposal. Should any conflict arise, you must bring the matter to the attention of the Chair of the RC. The Chair of the RC will determine how the matter should be handled and will tell you what further steps, if any, to take. If you are named as the Principal Investigator or Co-Principal Investigator you will be excused from reviewing proposals for that particular funding opportunity.

2. No Use of "Insider" Information.

If your designation gives you access to information not generally available to the public, you must not use that information for your personal benefit or make it available for the personal benefit of any other individual or organization. This is to be distinguished from the entirely appropriate general benefit of learning more about the RC, learning from other panel members, or becoming better acquainted with the state of a given discipline.

3. Your Obligation to Maintain the Confidentiality of Proposals and Applicants.

The RC receives proposals in confidence and protects the confidentiality of their contents. For this reason, you must not copy, quote, or otherwise use or disclose to anyone, including your graduate students or post-doctoral or research associates, any material from any proposal you are asked to review. If you believe a colleague can make a substantial contribution to the review, please obtain permission from the Chair of the RC before disclosing either the contents of the proposal or the name of any applicant or PI.

4. Confidentiality of the Review Process and Reviewer Names.

The RC keeps reviews and your identity as a reviewer of specific proposals confidential to the maximum extent possible, except that we routinely send to PIs reviews of their own proposals without your name, affiliation, or other identifying information. Please respect the confidentiality of all PIs and of other reviewers. Do not disclose their identities, the relative assessments or rankings of proposals by a peer review panel, or other details about the peer review of proposals.

The RC has a zero-tolerance policy for unauthorized disclosure of any confidential information. Failure to adhere to the policy will result in your dismissal from the RC.

YOUR CERTIFICATION

Your Potential Conflicts.

I have read the list of affiliations and relationships (on the back of this form) that could prevent my participation in matters involving such individuals or institutions. To the best of my knowledge, I have no affiliation or relationship that would prevent me from performing my panel duties. I understand that I must contact the RC Chair if a conflict exists or arises during my service. I further understand that I must sign and return this Conflict Statement to the RC Administrative Assistant before I may serve on the review panel.

Maintaining the Confidentiality of Others.

I will not divulge or use any confidential information, as described above, that I may become aware of during my service.

Your Identity as a Reviewer will be Kept Confidential.

I understand my identity as a reviewer of specific proposals will be kept confidential to the maximum extent possible, except that copies of written reviews that I submit may be sent to the PI(s) without my name and affiliation.

Name (Please Print) _____ Signature _____

Department: _____ Date _____

As a panelist, please review these examples of possible conflicts periodically during your tenure.

1. Your affiliations with an applicant's department.

You may have a conflict if you have/hold/are:

- Named as Principal Investigator or Co-Principal Investigator.
- Current appointment in the department of the applicant at any level.
- Being considered for employment in the department of the applicant.
- Ownership of securities of firms involved in the proposal or application.
- Current enrollment as a student in a course offered by the applicant's department
- Received and retained an honorarium or award from the department within the last 12 months.

2. Your relationship with a PI or other person who has a personal interest in the proposal or other application.

- Known family relationship as spouse, child, sibling, or parent.
- Business or professional partnership.
- Past or present association as thesis advisor or thesis student.
- Collaboration on a project or on a book, article, report, or paper within the last 48 months.
- Co-editing of a journal, compendium, or conference proceedings within the last 24 months.

3. Your other affiliations or relationships.

- Interests of the following persons are to be treated as if they were yours: Any affiliation or relationship of your spouse, of your minor child, of a relative living in your immediate household or of anyone who is legally your partner that you are aware of, that would be covered by any items above.
- Other relationship, such as close personal friendship, that you think might tend to affect your judgment or be seen as doing so by a reasonable person familiar with the relationship.

Document initially attached to the January 16, 2008 Research Council Minutes