

FFAR Confidentiality and Non-Disclosure Agreement for Reviewers

The Foundation for Food and Agriculture Research (FFAR) receives proposals in confidence and is responsible for protecting the confidentiality of their contents. In addition, the Foundation for Food and Agriculture Research will keep the identity of reviewers confidential to the extent possible. This document outlines FFAR's policy related to the confidentiality of information disclosed to Advisory Council or Peer Review Panel members during the Foundation for Food and Agriculture Research's proposal review, and research & development process. This policy prohibits a council member or reviewer from, among other actions, either during or after the review process:

- Sharing applications, proposals, or meeting materials with anyone who has not been officially designated to participate in the review meeting.
- Granting anyone who has not been officially designated to participate in the review process access to any FFAR secure computer system or Advisory Council/ Review Panel meeting using his or her password or credentials, or through shared communication.
- Disclosing, in any manner, information about the Council/Panel deliberations, discussions, evaluations, or documents to anyone who has not been officially designated to participate in the review meeting. Disclosing, in any manner, information about the Council/Panel deliberations, discussions, or evaluations related to an application or proposal to another member who has declared a real or apparent conflict of interest with that application or proposal.
- Using information contained in an application or proposal for his/her direct or indirect personal or financial benefit or making such information available for the direct or indirect personal or financial benefit of any other individual or organization.
- Contacting the applications being reviewed concerning any aspect of their proposal(s).
- Disclosing procurement information prior to the award of a contract.
- Participating in FFAR review without signing FFAR's confidentiality or non-disclosure certification below.

FFAR may take steps in response to a violation of the above policy to preserve the integrity of the FFAR review process. This includes, without limitation, terminating an Advisory Council or Peer Review Panel member's relationship with FFAR.

Non-Disclosure Certification

I certify that I have read and understand the "FFAR Confidentiality and Non-Disclosure Agreement Policy for Reviewers" as outlined above and I agree:

- 1) To destroy, delete, and/or return all materials (and copies) related to concepts, applications or proposals, associated materials made available to members, and reviews, reviewers' evaluations, and discussions during review meetings upon termination of the meeting or at any time upon request by FFAR;
- 2) Not to grant anyone who has not been officially designated to participate in the meeting access to any FFAR secure computer system or third-party systems used by FFAR to review applications;
- 3) Not to disclose or discuss concepts, applications or proposals, associated materials made available to council or panel members, reviews, reviewers' evaluations, and discussions during meetings with any other individual except as authorized by the FFAR Scientific Program Director (SPD) or other designated FFAR official;
- 4) Not to disclose information about the committee deliberations, discussions, participants, or evaluations related to a concept, application or proposal to another member who has declared a real or apparent conflict of interest with that activity;
- 5) Not to use information contained in an application or proposal for my direct or indirect personal or financial benefit or make such information available for the direct or indirect personal or financial benefit of any other individual or organization;
- 6) Not to contact the proposers of concepts, applications or proposals being reviewed concerning any aspect of their proposal(s);
- 7) Not to disclose procurement information prior to the award of a contract; and
- 8) To refer all inquiries concerning the recruitment or review, including inquiries related to this Confidentiality and Nondisclosure Agreement Policy, to the Science Program Director (SPD) or other designated FFAR staff.

Print name

Signature

Date