

FFAR Conflict of Interests Policy for Reviewers

This policy gives reviewers an opportunity to disclose any actual, potential or perceived conflicts of interest that may exist during a concept, or grant review process. It is the reviewer's obligation to disclose any conflicts of interest accordingly. Advisory Council and Peer Review Panel members may not participate in the review of applications or proposals from an organization with which they are employed or with which they have a direct or indirect financial interest, as defined below.

Reviewers may not participate in the evaluation of applications when any of the following individuals are named on the submission:

- Co-authors on publications within the past three years, including pending publications and submissions;
- Collaborators on projects within the past three years, including current and planned collaborations;
- Individuals in your field with whom you have had a consulting/financial arrangement/other conflict-of-interest in the past three years including receiving compensation of any type (e.g., money, goods or services).

In addition, a reviewer may not participate in the evaluation of an application or proposal where the action to fund or not fund the proposal would directly, indirectly, or predictably affect any financial interest of a reviewer, his or her spouse, minor child, general partner, non-federal organization in which a reviewer is serving as an officer, director, trustee, general partner or employee, or any person or non-federal organization with whom a reviewer is negotiating or has any arrangement concerning potential employment, or has a financial interest other than a *de minimis* ownership interest.

Reviewers with these types of relationships/situations will not be assigned applications or be present during their discussion. In addition, an application on which a reviewer is named as a Principal Investigator (PI), co-PI or collaborator, may not be reviewed by the group where the reviewer is appointed. In these situations, the applications will be sent to another review group or reviewed by ad-hoc reviewers, with final funding recommendations made by FFAR leadership.

Prior to participating in an Advisory Council or Peer Review Panel, invited review members will declare conflicts of interest in advance. FFAR staff may periodically request members to re-evaluate their conflicts of interest. Using this information, FFAR staff will strive to identify and avoid conflicts of interest before assigning proposals to reviewers. If members identify a conflict of interest after being assigned a proposal, the member must notify FFAR staff so the proposal can be reassigned to other non-conflicted reviewers. If a member discovers that he or she might have a conflict of interest, might present a conflict of interest, or might have the appearance of impairment of objectivity with any application or proposal, the member must immediately notify FFAR staff and refrain from further work as a reviewer until authorized to continue.

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.

Conflict of Interests Certification

I certify that I have read and understand the "FFAR Conflict of Interests Policy for Reviewers" as outlined above and I agree that:

- 1) To the best of my knowledge, I do not have a conflict of interest as described above and that my circumstances are not likely to raise the appearance of a conflict of interest, impropriety, or the appearance of impairment of objectivity with respect to deliberations or any concept, application or proposal I am asked to review or comment on;
- 2) If I discover that I might have a conflict of interest, might present a conflict of interest, or might have the appearance of impairment of objectivity while discussing concepts or any application or proposal, I will immediately inform the Scientific Program Director (SPD) or other designated FFAR staff and refrain from further work as a reviewer until authorized to continue; and
- 3) To refer all inquiries concerning the recruitment or review, including inquiries related to this Conflict of Interest Policy and/or Certification, to the SPD or other designated FFAR staff.

Print name

Signature

Date