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## REVIEWER CONFIDENTIALITY & CONFLICT OF INTEREST AGREEMENT

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### CONFIDENTIALITY

All documents and information provided for the purpose of reviewing a grant or award application by Crohn's and Colitis Canada are subject to the conditions of the Privacy Act and the Access to Information Act. All information contained in applications, internal and external reviews and committee discussions is highly sensitive. As such, all members of the review panel, Crohn's and Colitis Canada staff must not discuss with applicants or reviewers any information relating to the review of a specific application outside of the review proceedings. Therefore, applications and any discussions thereof, must be treated as strictly confidential and may not be used for any purpose beyond that for which they were originally intended. All materials related to the review process must be stored in a secure manner to prevent unauthorized access. They must be transmitted using secure carriers and technologies. When they are no longer required, paper documents and any other non-electronic forms of the confidential information must be destroyed using a secure method such as shredding or returned to Crohn's and Colitis Canada for destruction; electronic documents must be deleted.

### CONFLICT OF INTEREST

Crohn's and Colitis Canada must make every effort to ensure, not only that its decisions are fair and objective, but also that they are seen to be so. Therefore, individual committee members should avoid any actions that might give the appearance that a conflict of interest exists or could reasonably be viewed as affecting the evaluator's objectivity. For example, a reviewer **should not** be reviewing materials submitted by; a) individuals with whom the reviewer is collaborating, or has collaborated, published or has been a co-applicant within the past five years; b) a former student or supervisor within the last ten years; c) a close personal friend or relative; d) a colleague with whom the reviewer has had long-standing scientific or personal differences; or e) a colleague within the same department. In addition, committee members who are in a position to gain or lose financially from the outcome of the application or for some other reason feel that they cannot provide an objective review should not participate in the review. When the reviewer is uncertain as to whether a conflict exists, he/she should inform the Chair of the committee of the potential conflict and the Chair will make the final decision.

### DECLARATION:

I, the undersigned, do hereby agree to adhere to Crohn's and Colitis Canada **CONFIDENTIALITY** and **CONFLICT OF INTEREST** policies as herein described.

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(Name)

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(Signature)

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(Date)