

# Reviewer Non-Disclosure Policy

The Foundation for Food & Agriculture Research (FFAR) receives proposals in confidence and is responsible for protecting the confidentiality of their contents. In addition, FFAR keeps the identity of reviewers confidential to the greatest extent possible.

This document outlines FFAR's policy related to the confidentiality of information disclosed to Advisory Council or Peer Review Panel members during FFAR's proposal review and research and development process.

FFAR's policy prohibits a Council member or reviewer from, among other actions, either during or after the review process:

- Sharing submitted applications or meeting materials with anyone not officially designated to participate in the review process.
- Granting anyone not officially designated to participate in the review process access to any FFAR secure database, computer system, Advisory Council or Review Panel meetings or sharing their credentials.
- Disclosing, in any manner, information about the Advisory Council or Review Panel's deliberations, discussions, evaluations or documents to anyone not officially designated to participate in the review process, including peer review meetings.
- Disclosing, in any manner, information about the Advisory Council or Review Panel's deliberations, discussions or evaluations related to an application or proposal to another member who has a conflict of interest with that application or proposal.
- Using information contained in an application or proposal for their 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 applicants about their applications or any aspect of their proposal(s).
- Disclosing procurement information prior to the award of a contract.
- Participating in FFAR review without certifying FFAR's Non-Disclosure Policy.

FFAR may take necessary steps in response to a violation of the above policy to preserve the integrity of the Foundation's review process. This includes, without limitation, terminating an Advisory Council or Peer Review Panel member's relationship with FFAR and/or potential legal action to include paying for financial damages and related costs.

# Non-Disclosure Policy Certification

I certify that I have read and understand FFAR's "Non-Disclosure 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 associated materials made available to members and reviewers – including reviewers' evaluations and discussions during the review process and review meetings – upon termination of the meeting or at any time upon request by FFAR;
2. Not to allow anyone not officially designated to participate in the review process or review meeting access to any FFAR secure database, computer system or third-party system used by FFAR to review applications;
3. Not to disclose or discuss concepts, applications or proposals or associated materials made available to Council or Review Panel members and reviewers – including reviewers' evaluations and discussions during the review process or peer review 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 or application to another member who has declared a conflict of interest with that activity;
5. Not to use information contained in an application or proposal for 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 or applications being reviewed concerning any aspect of their submission(s);
7. Not to disclose procurement information prior to the award of a contract; and
8. To refer all inquiries concerning recruitment or review, including inquiries related to this Non-Disclosure Policy for Reviewers, to the SPD or other designated FFAR staff.

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_