

Conflict of interest, confidentiality and non-disclosure policy

This code applies to the Call Steering Committee, the Evaluation Committee and the external reviewers.

Conflict of interest

An important aspect of this code is the avoidance of any conflicts between personal interests and the interests of the applicants. A conflict of interest might arise, for example, if there is or has been a close working relationship, financial or personal connections with any individual(s) in the academic department(s) or organisation from which a proposal originates. Such interests may be indirect and relate to immediate family members or any other persons living in the same household as the reviewer.

Definition of the conflict of interest.

A conflict of interest may include the following:

- Relatives, personal ties or conflicts;
- Close scientific collaboration, e.g. implementation of joint projects or joint publications within the past 5 years (e.g., have co-authored and published an article with the applicant during the past three years, have been involved in the preparation of the application, or are involved in the publication or exploitation of the results);
- Direct scientific competition with personal projects or plans;
- Close proximity, e.g. member of the same scientific institution with a hierarchical or department relation or impending change of the reviewer/rapporteur to the institution of the applicant in a position with a hierarchical or department relation or vice versa;
- Teacher/student relationship, unless independent scientific activity of more than 10 years exists;
- Dependent relationship in employment during the past 5 years;
- Participation in ongoing or recently concluded professional appointment proceedings;
- Current or prior (past 5 years) activity in advisory bodies of the applicant's institution, e.g. scientific advisory boards;
- Direct or indirect benefits directly if the proposal is accepted;
- Personal economic interests in the funding decision.

Rules for the prevention of conflict of interest

Call Steering Committee members, Evaluation Committee members and External Reviewers have to sign a conflict of interest, confidentiality and non-Disclosure declaration to confirm that they will comply with the principles state herein. For each proposal they have to evaluate, Evaluation Committee members and External reviewers will have to declare online, through the electronic evaluation Submission system (EPSS) that they do not have a conflict of interest with the concerned proposal.

People included in a proposal submitted to this call may not serve as Evaluation Committee members or external reviewers.

Reviewers must be independent experts and should not be used in case of a conflict of interest.

Evaluation Committee members and Call Steering Committee members must leave the room during the discussion of a proposal in case of a possible conflict of interest. Reviewers and Evaluation Committee members may not apply for a project in the call.

Confidentiality and non-disclosure policy

All submitted proposals, the correspondence forwarded to you, the reviews and the identity of the reviewers must be treated as strictly confidential. They must not be revealed to third parties.

Therefore, the responsibilities of a reviewer may only be undertaken personally and may not be delegated to third parties.

The scientific content of the proposal may not be exploited for personal or other scientific purposes. A reviewer should not identify himself/herself to the applicant or any third party.

Conflict of Interest, Confidentiality and Non-Disclosure Declaration for members of the Call Steering Committee (CSC), Evaluation Committee (EvC) and External Reviewers

The external reviewers, the Evaluation Committee members and the Call Steering Committee members are requested to sign the following declaration:

1. Your Potential Conflicts of Interests.

Your participation in this joint call requires that you be aware of potential conflict situations that may arise. Read the examples of potentially biasing affiliations or relationships listed in the “Conflict of interest, confidentiality and non-disclosure”.

As a member of the Evaluation Committee, an External Reviewer or member of the CSC, you will be asked to contribute to the evaluation process. You might have a conflict or be perceived to have a conflict with one or more submitted proposals. Should any conflict arise during your term, or when asked to do a review, you must bring the matter to the attention of the Call Secretariat who will determine how the matter should be handled and will tell you what further steps, if any, to take.

2. No Use of “Insider” Information.

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.

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

Proposals are received with the expectation of protection of 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 Call Secretariat who asked that you review the proposal *before* disclosing either the content of the proposal or the name of any applicant or principal investigator. You must respect the confidentiality of all principal investigators and of other reviewers, as appropriate. You cannot disclose their identities, the relative assessments or rankings of proposals by a peer review panel, or other details about the peer review of proposals.

4. Confidentiality of the Review Process and Reviewer Names.

The names of external experts won't be made public.

The names of the Evaluation Committee members will be made public after the announcement of awards. Which EvC members assessed which proposals will however be kept confidential.

YOUR CERTIFICATION

Your Potential Conflicts.

I have read the list of affiliations and relationships 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 duties. I understand that I must contact the Cal Secretariat if a conflict exists or arises during my service. I further understand that **I must sign and return this Conflict Statement to the Call Secretariat before I can review proposals.**

Maintaining the Confidentiality of Others.

I will not divulge or use any confidential information, described above, that I may become aware of during my service. I have read and understand the information on Confidentiality and Non-Disclosure and promise to take all necessary measures to fulfil my obligations in my role as Evaluation Committee (EvC) member, as External Reviewer or member of the Call Steering Committee (CSC).

Your Identity as External Reviewer will be Kept Confidential.

I understand my identity as an external reviewer of specific proposals will be kept confidential to the maximum extent possible.

Release of the names of the EvC (Apply only to EvC Members).

Following the announcement of awards from each Call, the names of the Evaluation Committee members will be released.

Name:

Function (CSC, EvC, External Reviewer):

DATE:

Signature: