



Crohn's and
Colitis Canada
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REVIEWER CONFIDENTIALITY & CONFLICT OF INTEREST AGREEMENT

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 Access to Information Act and the Privacy Act (ATIP). All information contained in applications, internal and external reviews, and grant review panel discussions is highly sensitive. As such, no member of the grant review panel or Crohn's and Colitis Canada staff may discuss with applicants or reviewers any information relating to the review of specific applications outside of the review proceedings. 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 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.

The integrity of the review process relies on anonymity, scientific excellence, and the unbiased review of all applications. Examples of breaches of confidence include:

- a) Identifying oneself or others as a reviewer to non-reviewers;
- b) Communicating about the review process with applicants or others during the grant review meeting; and
- c) Communicating the review process and/or outcomes before or after the grant review meeting. This includes both verbal and electronic communication (e.g. via text or social).

This does not prohibit the Reviewer from sharing their role as a Reviewer in CCC's grant review panel with their institution or other parties, or documenting their participation on their CV pending these activities do not compromise the confidential nature of the grant review process.

Reviewers agree to this Confidentiality Agreement for a term of 5 years, beginning September 1 of the year when the grant competition opens to receive applications.

Should Crohn's and Colitis Canada learn that a reviewer has breached these terms; the organization has the right to enforce any of the following consequences:

- a) For a period of five years, the individual will not be eligible to participate in a Crohn's and Colitis Canada grant review panel;
- b) For a period of five years, the individual will not be eligible to apply for funding from Crohn's

and Crohn's and Colitis Canada;

- c) For a period of five years, the individual will not be eligible to sit on Crohn's and Colitis Canada's Scientific and Medical Advisory Council (SMAC).

Crohn's and Colitis Canada works collaboratively with reviewers to continuously improve its grant review process. Should reviewers have feedback or concerns about the grant review process, they are encouraged to communicate directly with the VP, Research and Patient Programs at Crohn's and Colitis Canada.

CONFLICTS 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 grant review panel members should avoid any actions that might give the appearance that a conflict of interest exists or could reasonably be viewed as affecting the reviewer'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 relative or close friend;
- 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, panel 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, s/he should inform the Chair of Grant Review Panel 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's Reviewer **CONFIDENTIALITY** and **CONFLICT OF INTEREST** policies as herein described.

_____ Name

_____ Signature

_____ Date