



EXTERNAL REVIEWER

Corporation for National and Community Service Confidentiality and Conflict of Interest Statement for Review Participants FY2015 RSVP Grant Competition

Instructions

1. Read this form to understand your responsibilities for review participation regarding confidentiality and potential conflicts of interest.
2. **Print, sign, and date the last page.**
3. Return the signed last page to the Corporation for National and Community Service by **October 3, 2014**. You may either:
 - a. **Fax the signed last page to (202) 606-3475, ATTN: RSVP Review or**
 - b. **E-mail a scanned copy to PeerReviewers@CNS.gov.**

As a review participant, you are required to pay close attention to Corporation for National and Community Service (CNCS) policies regarding conflict of interest and the privileged nature of the applications.

Confidentiality of Information

- As a review participant, you have access to information that is not generally available to the public. This gives special professional and ethical responsibilities. You may use the information we give you about applicants *only* during the evaluation process and in discussions with fellow review participants and CNCS personnel.
- After CNCS announces awards, we may disclose information that we provided to you (or that you produced) while you served as a review participant. If CNCS does not reveal this information, you may not, either. You must keep confidential any information you received or produced as a review participant.
- You may not use information from the review process for any unauthorized purpose, including for your personal benefit or to make it available for the benefit of any other individual or organization.
- After you complete your work as a Review Participant, and consistent with your normal practices, you may (but are not required to) maintain archival hardcopy or electronic copies of any such information. If you keep any archival copies, you must maintain them in a manner consistent with your confidentiality obligations. Likewise, if you do not keep any archival copies, you must dispose of the information in a manner consistent with the confidentiality obligations stated in this document. Any archival copies of information you retain must be provided upon request to CNCS, its Inspector General, the Government Accountability Office, or any other request made pursuant to a competent legal authority.

Confidentiality of Review Participants

- As a Review Participant, you may not discuss the names of review participants with applicants or with anyone else.
- Applicants may request review forms from CNCS. If we do give this information to the applicant, we will delete the Reviewers' names and protect them to the extent provided by law.

- CNCS may make public the names of external review participants when the review is over, but we will not link the names to individual applications.
- As a matter of policy and to the extent allowed by law, CNCS removes the names of Reviewers before it releases review material to applicants and the public.

Conflict of Interest

- Conflict of Interest means you have a conflict between your private interest and official responsibilities. Examples of potentially biasing affiliations or relationships are listed below.
- Before you review any grant applications, you must tell CNCS about any possible conflicts of interest or even the appearance of a conflict of interest.
- If you become aware of a possible conflict of interest during the application review process, you must immediately tell a CNCS representative.
- In either case, CNCS will determine how to handle any appearance of, or actual, conflict of interest and will tell you what further steps you must take.

All review participants should consider these possible conflicts before the review process and sign the Confidentiality and Conflict of Interest form.

A conflict of interest or the appearance of a conflict may occur if you are directly or indirectly affiliated with an organization that has submitted a grant application for this grant competition. As a review participant, you must tell CNCS of any potential conflicts.

1. What affiliations may automatically disqualify you from being an external peer review participant for this competition?
 - Your personal submission of an application to CNCS. If you have submitted an application, or have been personally involved in preparing an application, or could benefit from an application's award of funding, you may not serve on a review panel.
 - If you are currently employed by or are being considered for employment, or are consulting, advising, or other similar affiliation at the institution.
 - Any formal or informal employment arrangement with the institution.
 - If you have/hold any office, governing board membership, relevant committee chairpersonship, visiting committee or similar body membership in the institution. (Ordinary membership in a professional society or association is not considered an office.)
 - Ownership of the institution's securities or other evidences of debt. (Minor or indirect holdings are not considered conflicts.)
 - Financial interest that would be affected by the outcome of this grant competition.
 - Current employment at an organization that is a former or potential sub-recipient, or partner of an intermediary applicant applying for funding for this competition.
2. What affiliations may automatically disqualify you from being an external peer review participant for a particular application?
 - Current enrollment as a student, in the case of educational institution applicants.
 - Received and kept an honorarium or award from the institution within the last 12 months.

3. What additional factors may CNCS consider to determine if you have a conflict of interest?
- Relationship with someone who has personal interest in the proposal or other application.
 - Related by marriage or through family membership.
 - Past or present business, professional, academic, volunteer, or personal relationship, other than a relationship specifically described above.
 - Employment at the same institution within the last 12 months.
 - Collaboration on a project or on a book, article, report, or paper within the last 48 months.
 - Other affiliations or relationships.
 - Any affiliation or relationship of your spouse, your minor child, a relative living in your immediate household, or anyone who is legally your partner that you are aware of that would be covered by Section 1 or 2 of this Statement (except for receipt by your spouse or relative of any honorarium or award).
 - Any other relationship, such as close personal friendship, that you think might tend to affect your judgment or be seen as doing so by a reasonable person familiar with the relationship.

Corporation for National and Community Service
EXTERNAL REVIEWER
Confidentiality and Conflict of Interest Statement for Review Participants
FY15 RSVP Grant Competition

Instructions

- 1. Print, sign and date this page**
2. Return to CNCS before the start of the review by **October 3, 2014**.
3. Fax last page to (202) 606-3475 'ATTN: RSVP Review' or E-mail a scanned copy to PeerReviewers@cns.gov.

Note: If you note a source that may be a conflict—perceived or actual—you are required to alert your panel coordinator and GARP Liaison via email immediately and provide relevant information to assist in their determination. CNCS staff will review the information, make a determination, and notify you of what steps, if any, need to be taken.

I have read this form and understand I must contact the appropriate CNCS official if the potential for a conflict arises during my term of service as a review participant.

I will not divulge any confidential information I may become aware of during my term.

I fully understand that I must sign and return this Confidentiality and Conflict of Interest form to the Corporation for National and Community Service.

Name (printed):

Signature:

Date (mm/dd/yyyy):

Review Title:

Panel Number:

For CNCS Use

Comments