# **AASM Foundation Confidentiality and Nondisclosure Rules:**

# **Information for Reviewers of AASM Foundation Program Applications**

## **SECTION 1: GENERAL INFORMATION**

Full Name:

Institution/Organization:

Role within the AASM Foundation:

## **SECTION 2: Confidentiality and Nondisclosure Rules**

AASM Foundation program (includes research grants, training programs, and community programs) application review committee members must abide by rules related to the confidentiality of information disclosed during a review. These rules prohibit AASM Foundation reviewers from:

* Sharing applications, proposals, or meeting materials with anyone not officially designated to participate in the review meeting.
* Granting anyone not officially designated to participate in the review process access to any AASM Foundation secure computer system or review committee meeting using his or her password or credentials, or through shared communication.
* Disclosing information about review committee deliberations, discussions, evaluations, or documents to anyone not officially designated to participate in the review meeting.
* Disclosing information about the review committee deliberations, discussions, or evaluations related to an application or proposal to another member who has declared a real or apparent conflict of interest with that application or proposal.
* Using information contained in an application or proposal for his/her personal benefit or for the personal benefit of another individual or organization.
* Contacting an applicant organization or individual listed on an application for additional information about the project or application.
* Participating in AASM Foundation program application review without signing this agreement.

The AASM Foundation may take steps in response to a violation of the above rules. Depending on the specific circumstances, such steps may include but are not be limited to:

* Terminating a reviewer’s service.
* Barring a reviewer from applying to or being listed as key personnel on an AASM Foundation program application for 3 years.
* Notifying the reviewer’s institution of the violation.

**SECTION 3: CERTIFICATION**

I certify that I have read, and understand, the “AASM Foundation Confidentiality and Nondisclosure Rules: Information for Reviewers of AASM Foundation Program Applications” above. I certify that I fully understand the confidential nature of the AASM Foundation review process and agree to:

1. Destroy, delete, and/or return all materials related to applications or proposals, associated materials made available to reviewers, information and materials related to the recruitment process and reviews, reviewers' evaluations, and discussions during review meetings;
2. Not grant anyone not officially designated to participate in the review meeting access to any AASM Foundation secure computer system or review materials;
3. Not disclose or discuss the applications or proposals, associated materials made available to reviewers, information and materials related to the recruitment process and reviews, reviewers' evaluations, and discussions during review meetings with any other individual except as authorized by the AASM Foundation;
4. Not disclose information about the committee deliberations, discussions, or evaluations related to an application or proposal to another member who has declared a real or apparent conflict of interest with that application or proposal;
5. Not use information contained in an application or proposal for my personal benefit or for the personal benefit of another individual or organization;
6. Refer all inquiries concerning the recruitment or review process to the Chair or other designated AASM Foundation staff member or officer.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap to enter a date.

**Replace Empty Signature Line with Checked Box Here to represent an Electronic Signature:** [ ]