

Conflict of Interest and Confidentiality for Reviewers and Access Committee Members (updated 20/June/2017)

1. Potential Conflicts of Interest

Reviewers and Access Committee Members considering proposals submitted to a Call for PRACE resources should be aware of potential conflict situations that may arise. Examples of potentially biasing affiliations or relationships are:

a) AFFILIATION WITH AN APPLICANT INSTITUTION - if the Reviewer/Access Committee Member:

- *has been employed within the last 12 months, is currently employed, or is being considered for employment by the institution, or has received any payment for services/honorarium from the institution within the last 12 months, unless this relationship is with a part of the institution that clearly has no connection with that from which the proposal originates;*
- *holds any current office, advisory committee or governing board membership, whether paid or unpaid, which relates to that part of the institution from which the proposal originates.*

b) RELATIONSHIP WITH A PERSON INVOLVED IN THE PROPOSAL - if the Reviewer/Access Committee Member has a:

- *family relationship as spouse, child, sibling, or parent;*
- *business, or professional partnership;*
- *past or present association as thesis advisor, or thesis student;*
- *collaboration on a project or on a book, article, report, paper, or conference proceedings within the last 48 months.*

c) APPLICANT TO THE SAME CALL FOR PROPOSALS - if the Reviewer/Access Committee Member is:

- *named as an applicant, either as Principal Investigator or as a Co-Investigator, on a proposal submitted to the Call.*

d) OTHER AFFILIATIONS OR RELATIONSHIPS

- *Interests as listed above of the following persons should be treated as if they were those of the Reviewer/Access Committee Member: spouse, legal partner, child, or other close relative.*
- *Any other relationship, such as close personal friendship, that might tend to affect their judgment, or be seen as doing so by a reasonable person familiar with the relationship.*

Should any potential conflict arise, the individual concerned must bring the matter to

the attention of the PRACE representative who asked them to serve as a Reviewer or Access Committee Member, the Chairman of the Access Committee, or the Chairman of the Scientific Steering Committee (if the conflict involves the latter). This representative or chairman will determine how the matter should be handled.

Please note that infringement of these rules, and in particular the obligation to inform PRACE about any conflict of interest you might have, might result in a suspension of two years from reviewing PRACE proposals.

2. No Use of “Insider” Information

If the peer-review work gives a Reviewer or Access Committee Member access to information not generally available to the public, they must not use that information for personal benefit or make it available for the personal benefit of any other individual or organization. This is to be distinguished from the entirely appropriate general benefit of learning more about PRACE, learning from other panel members, or becoming better acquainted with the state of a given discipline.

3. Confidentiality of Proposals and Applicants

PRACE receives proposals in confidence and protects the confidentiality of their contents. For this reason, Reviewers and Access Committee Members must not copy, quote, or otherwise use or disclose to anyone, including their graduate students or post-doctoral or research associates, any material from any proposal they are asked to review. If they believe a colleague can make a substantial contribution to the review, permission must be obtained from the PRACE officer, or Access Committee Chairman, *before* disclosing either the contents of the proposal or the name of any applicant.

4. Confidentiality of the Review Process and Reviewer Names

PRACE keeps reviews and the identities of Reviewers and Access Committee Members confidential to the maximum extent possible, except that Principal Investigators are sent reviews of their own proposals without the Reviewers’ names, affiliations, or other identifying information. Reviewers and Access Committee Members must respect the confidentiality of all applicants, and of other Reviewers and Access Committee Members. They must not disclose their identities, the relative assessments or rankings of proposals by the Access Committee, or other details about the peer review of proposals.