

Conflicts-of-Interest and Confidentiality for the Research and Creative Activities Council (RCA Council) and Associated Subcommittees

1. Your Potential Conflicts of Interests.

As an RCA Councilor or subcommittee member, you will participate in review and funding recommendations on colleagues' grant proposals. As such you are required to be aware of and disclose potential conflicts that may arise. A potential conflict of interest is considered to exist if you have any of the following relationships or affiliations with any applicant on a proposal that will be considered by an RCA committee on which you serve:

- The applicant is yourself, a spouse, child, sibling, or parent.
- You serve or served on the applicant's Master's thesis committee at any time.
- You have collaborated on a research project, publication or grant proposal or other significant scholarship or creative activity within the last 48 months.
- You have served as an editor or co-editor of the same journal, compendium, or conference proceedings within the last 24 months.
- You hold a material financial interest in an external entity related to the proposal.
- 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.
- Interests of the following persons are to be treated as if they were yours: Any affiliation or relationship of your spouse, of your minor child, or of anyone who is legally your partner that you are aware of, that would be covered by any items above.

The following are not automatically considered conflicts of interest:

- The applicant is a member of your department or college.
- The applicant is an undergraduate student working under your supervision.
- The applicant is your chair or director.

Should any conflict or perceived conflict arise during your term, you must bring the matter to the attention of the chair of the Council or subcommittee on which you serve as well as to RSP. RSP, in consultation with the chair, 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.

If your designation gives you access to information not generally available to the public, you must not use that information for your personal or professional benefit.

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

RSP receives proposals in confidence and protects the confidentiality of their contents. For this reason, you must not copy, quote, or otherwise use or disclose to anyone, including your colleagues, students, or research associates, any material from any proposal, invention disclosure or other submission you are asked to review. You should not disclose the outcome of any review process. If you believe a colleague can make a substantial contribution to a review, please obtain permission from RSP before consulting them.

4. Confidentiality of the Review Process and Reviewer Names.

RSP attempts to keep both reviews and your identity as a reviewer confidential. RCA membership is public information but subcommittee memberships are generally not publicized. Please respect the confidentiality of all applicants and reviewers. RSP may provide unattributed reviewer comments to the applicant, their advisor (in the case of students), chair and dean.