CONFLICT OF INTEREST AND NON-DISCLOSURE AGREEMENT FOR PEER REVIEWERS, COMMITTEE MEMBERS, AND OBSERVERS

Applications for funding contain valuable intellectual property which, if used inappropriately by a reviewer or observer of the peer review process, could damage the competitiveness of the applicant(s), or prevent exploitation of the intellectual property, and could render ALS Canada and Brain Canada vulnerable to legal action. Therefore, all reviewers, committee members, and observers must sign this non-disclosure form that binds them to treat all application materials, reviewers' written or verbal comments, and committee discussion as confidential.

CONFIDENTIALITY

1. All documents and information provided for the purpose of peer review by ALS Canada and/or Brain Canada must be treated as strictly confidential and may not be used for any purpose beyond that for which they were originally intended.
2. 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 and any loss or theft of these materials must be reported to ALS Canada and Brain Canada.
3. When materials are no longer required, all materials related to peer review must be destroyed using a secure method or returned to ALS Canada for destruction.
4. All inquiries received by committee members concerning the review of any application should be referred to research@als.ca.

CONFLICT OF INTEREST

1. ALS Canada and Brain Canada must make every effort to ensure not only that their decisions are fair and objective, but also that they are seen to be so. Therefore, panel members should avoid any actions that might give the perception that a conflict of interest exists or could reasonably be viewed as affecting the evaluator's objectivity.
2. Review panel members must exercise the utmost good faith in all transactions and decisions involved in their duties, and they must not use their positions with ALS Canada and Brain Canada, or knowledge gained, for their personal benefit.
3. Review panel members must declare a conflict of interest if they:
    - are from the same institution or company as the applicant and are likely to encounter or work with the applicant in the course of their normal duties and responsibilities;
    - are currently collaborating or plan to collaborate in the immediate future with the applicant;

- have been a student or supervisor of the applicant within the last ten years;
- are a close personal friend or relative of the applicant;
- have had long-standing scientific or personal differences with the applicant;
- are in a position to gain or lose financially from the outcome of the application (e.g., hold stock in the company of an industry partner or a competitor); or
- for some other reason feel that they cannot provide an objective review of the application.

4. Reviewers should not review any materials submitted by an individual that they are in conflict with and must leave the room when the proposal is up for review. The Chairperson is responsible for resolving areas of uncertainty.

5. The Chairperson and Scientific Officer are subject to the same conflict of interest guidelines as regular review panel members.

6. The Chairperson of a Peer Review Panel shall advise the Chairperson of ALS Canada's Scientific and Medical Advisory Council (SMAC) of all declarations of a conflict of interest. The Chairperson of SMAC shall advise ALS Canada's Board of Directors of all declarations of conflict of interest made to a Peer Review Panel or to SMAC.

DECLARATION

I agree to adhere to the ALS Canada and Brain Canada **NON-DISCLOSURE** and **CONFLICT OF INTEREST** policies as described above and understand that behaviour contrary to the policies may have serious consequences.

_____

Name

_____ _____

Signature Date