

AAOF Planning and Awards Review Committee (PARC) policies regarding:

Confidentiality of information disclosed to PARC members in the course of the annual review of applications for AAOF Awards (adopted from instructions to reviewers provided by the National Institutes of Health July 2015). The following is prohibited:

- Sharing applications, proposals, or meeting materials with anyone who has not been officially designated to participate in the peer review meeting, including but not limited to colleagues, lab members, fellows, students, applicants, offerors or employees of an offeror.
- Granting anyone who has not been officially designated to participate in the peer review process access to any secure AAOF sites.
- Disclosing, in any manner, information about the committee deliberations, discussions, evaluations, or documents to anyone who has not been officially designated to participate in the peer review meeting, including but not limited to a colleague, lab member, fellow, student, applicant, offeror or employee of an offeror.
- Disclosing, in any manner, 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.
- Using information contained in an application or proposal for his/her personal benefit or making such information available for the personal benefit of any other individual or organization.
- Disclosing procurement information prior to the announcement of awards.

Conflicts of interest (adopted from COI rules of the NIH implemented Mar. 18, 2015)

PARC members may not review certain applications, and must leave the room when:

- The PD/PI or anyone else on the application with a major professional role is from your institution or for multicomponent institutions, from your institutional component.
- You are planning a collaboration with anyone with a major professional role on the application.
- Within the past three years, you have published with, have collaborated with, or have been in a mentoring relationship with any person on the application who has a major professional role.
- The application includes a letter of support or reference letter from you.
- You serve as a member of the Advisory Board for the project under review or for a grant held by anyone playing a major professional role on the application.
- You have an indirect financial interest: you will have received more than \$10,000 (in the form of honoraria, stocks, or fees) from the PD/PI or the submitting institution over the period from one year ago through the end of the proposed project.
- You or your team are planning to submit a competing proposal and have direct conflict with the specific research area. For example: Success or failure of the proposal being considered for funding has a direct bearing on you.

General review guidelines: All applications should be reviewed on the basis of the merit and information provided. Scientific and reasoned opinions rather than personal opinions should be the basis of evaluation of the proposal.