

CY Initiative of Excellence

Call for applications 2024

Confidentiality agreement

Code of Conduct for the evaluation committee members

Confidentiality

During the evaluation process, the evaluation committee members and experts must keep confidential all data, documents or other material (in any form) that is disclosed (in writing or orally) and that concerns this call for applications.

The evaluation committee members and experts must keep their work strictly confidential, and in particular:

1. not disclose (directly or indirectly) any confidential information relating to proposal(s) or applicants;
2. not use the information communicated, nor the new concepts contained in the transmitted documentation, for purposes other than the assessment of the proposal;
3. not discuss proposal(s) with others except during evaluation meetings;
4. not reveal the content of the deliberations of the evaluation committee, the identity of the evaluators or the ranking of the proposals;
5. not communicate with applicants during the evaluation or afterwards;
6. keep all documents submitted for evaluation in a secure place;
7. at the end of the evaluation, committee members and experts are responsible for ensuring adequate protection of electronic documents and information and for returning, erasing or destroying all confidential information.

Impartiality

The evaluation committee members and experts must perform their work impartially and take all measures to prevent any **conflict of interests** that is any situation where the impartial and objective implementation of the work is compromised for reasons involving professional, economic interest, political or national affinity, family ties or any other shared interest.

In particular, the following situations will automatically be considered as conflict of interest:

(a) for a proposal(s) the expert is requested to evaluate, if he/she:

- was involved in the preparation of the proposal(s);
- is a director, a collaborator or is in any way involved in the implementation of the proposal;
- the expert works in a different department/laboratory/institute from the one where the research is to be carried out and - the departments/laboratories/institutes within CY Initiative. In this case, the other experts in the committee will be informed about the situation of the expert.
 - has close family ties (spouse, domestic or non-domestic partner, child, sibling, parent etc.) or other close personal relationship with the applicant. In this case, the expert must be excluded from the evaluation.

(b) The expert will be required to **confirm** — for each proposal(s) s/he is evaluating — that there is no conflict of interest, by signing this confidentiality agreement.

If the expert is (or becomes) aware of a conflict of interest, s/he must immediately **inform** the Fellows-in-Residence programme officer.

Declaration

As a member of an evaluation committee, in case of conflict of interests, during the application review **I agree with:**

1. not evaluating the application concerned;
2. not participating in the committee during the final deliberations regarding this application.