

## **CANADIAN CANCER SOCIETY**

### ***Reviewer Agreement: Confidentiality/Conflicts of Interest***

#### **Confidentiality:**

As a reviewer on behalf of the Canadian Cancer Society (CCS), I fully understand that in the performance of my responsibilities, certain types of Confidential Information shall be disclosed to me. In consideration of my appointment as a reviewer, I hereby agree as follows:

1. All applicant-supplied materials and information, whether supplied directly by the applicant(s), or by CCS on behalf of the applicant(s), and whether disclosed in written, graphic, photographic, recorded, projected or verbal form, shall be regarded as "Confidential Information". This includes information submitted as part of a grant or award application, and information exchanged as part of a site review.
2. I shall not disclose such Confidential Information, nor any part thereof, to any third party, nor shall I use such Confidential Information for my own personal gain or benefit. In cases where I feel it necessary to solicit another reviewer's opinion to effect a thorough review, I will first seek authorization from CCS where possible, but in any case, I will ensure that any and all such parties first agree to be signatories to this Agreement before any Confidential Information shall be disclosed.
3. Confidential Information shall not be reproduced in any form.
4. The foregoing provisions of confidentiality shall not apply to Confidential Information which:
  - a) is now, or which hereafter, through no act or failure to act on my part, becomes generally known or available to the public without breach of this Agreement,
  - b) is known to me at the time of disclosure of such Confidential Information, provided that I can satisfactorily demonstrate such prior knowledge and that such knowledge was not gained from any third parties through a breach of secrecy,
  - c) is hereafter furnished to me in good faith by a third party without breach by that third party either directly or indirectly of an obligation of confidentiality to either the CCS or to individual applicant(s),
  - d) is disclosed to a third party with the express written approval of the applicant(s).
5. Unless otherwise specifically authorized by CCS, all information pertaining to the deliberations, discussions and outcomes of grant, award or site reviews shall also be deemed to be Confidential Information. This includes any knowledge of scores, ranks, categorization of applications/applicants and specific recommendations as may be made from time to time by grant, award or site review panels.
6. Following the review process, all Confidential Information in my possession will be returned to CCS or disposed of in a secure manner.

## Conflicts of Interest:

I understand that CCS considers that a conflict of interest exists when my personal or financial interests affect, or may be perceived to affect, my objectivity. Possible conflicts of interest include, but are not limited to the following, where:

- a) the applicant(s) and I are members in the same academic department or research institute;
- b) the applicant(s) and I have had a research collaboration or co-authorship within the past three years, or proposed in the immediate future;
- c) the applicant(s) and I have had a professional association as a student, postdoctoral fellow or supervisor in the past three years;
- d) I have reviewed the same or related application from the same individual(s) in the last twelve months on behalf of another granting agency;
- e) the applicant(s) and I are known to be direct competitors, or known to have strongly conflicting professional or scientific views; or
- f) I have or have had a close personal or business relationship with the applicant(s).

As a reviewer on behalf of the CCS, I will avoid all real or apparent conflicts by absenting myself from evaluations of such applications. I will consider potential conflicts with not only the principal applicant, but with all named co-applicants as well. In the event that a conflict of interest is discovered or recognized, I will make immediate full disclosure of the nature and scope of this conflict to CCS.

(If after receiving the application(s) for review you have any questions about whether a particular application poses a conflict of interest, please contact the CCS office immediately.)

## Unconscious Bias:

As a reviewer, I am required to complete the CIHR Unconscious Bias Training Module (<http://cihr-irsc.gc.ca/lms/e/bias/>). I recognize that biases exist, unconscious or otherwise, understand how they can impact assessment of applications, and will take steps to mitigate them in the review process.

I, the undersigned, have read and understood the provisions regarding Confidentiality, Conflicts of Interest and Unconscious Bias as described herein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Grant Panel

\_\_\_\_\_  
Date

Please return by email to: [research@cancer.ca](mailto:research@cancer.ca)

