

Confidentiality & Non-Disclosure Agreement

This agreement is valid for two (2) years from the date of submission of this form.

Responsibilities of Reviewers

1. Reviewers act as independent experts and are responsible in their personal capacity for carrying out the evaluation of the applications assigned to them.
2. Reviewers may not delegate the work assigned/ review sets to another person.
3. During the evaluation, reviewers must ensure that all documents are stored in strict confidentiality so that no one else has access to the applications under review.

Code of Conduct

The following standards of conduct must be adhered to by reviewers while reviewing applications:

1. Not release details about the applications, their evaluation and the funding recommendations or enter into any discussion with applicants.
2. Represent neither their employer nor their country.
3. Should treat equally all applications and evaluate them impartially on their merits, irrespective of their origin or the identity of the applicants.
4. Make judgment against the official evaluation criteria and the topic the application addresses, and nothing else, and apply the same standard of judgment to all applications.
5. Maintain the confidentiality of documents, paper or electronic, at all times and wherever you do your evaluation work (on-site or remotely).

Clauses 1 and 5 will survive two-years after the termination or expiry of this non-disclosure agreement.

Conflict of Interest

Reviewers should declare conflict of interest in advance in the following circumstances:

1. Has funding decision-making authority for the funding opportunity.
2. Is identified as the principal applicant in the applications they are reviewing.
3. Is currently ineligible to apply for and/or hold grants from the AAS or research funding organisations for reasons of breach of policies on responsible conduct of research, such as ethics, integrity or financial management policies.
4. Is currently under investigation for an alleged breach of AAS policies.

Declaration

By submitting this agreement, I agree to serve as a reviewer for the African Academy of Sciences under conditions of confidentiality.

1. I shall not disclose the information contained in the applications I receive from the African Academy of Sciences, the contents of discussions or confidential information regarding the organization which have become known to me through my activities in connection with the review process.
2. My obligations of confidentiality apply to all materials and information acquired by me during my participation in the review process, in whatever tangible or intangible form or media (including print, electronic, verbal or otherwise). I also agree to destroy or turn over to the Academy upon request, all copies of such materials or information that I have acquired or created during my participation in the review process.

3. I will ensure that any employees appointed to support me in my role as a member of the review process likewise comply with this confidentiality obligation.

I hereby confirm:

1. That I do not have any conflict of interest that would prohibit me from accepting this engagement and will advise the African Academy of Sciences should a conflict arise during the course of my engagement.
2. That I will comply with the standards of confidentiality expected of AAS review members.

I have read and understood the declaration statement above.

Name/title:

Signature:

Date:
