



## PKDF Confidentiality and Non-Disclosure Agreement for Reviewers

The PKD Foundation (PKDF) receives grant and fellowship proposals in confidence and is responsible for protecting the confidentiality of their contents. In addition, PKDF will keep the identity of the reviewers confidential to the extent possible. This document outlines PKDF's policy related to the confidentiality of information disclosed to Scientific Advisory Committee or ad hoc members during PKDF proposal review and research process. This policy prohibits a reviewer from, among other actions:

- Sharing applications, proposals, or meeting materials with anyone who has not been officially designated to participate in the review meeting, including but not limited to colleagues, lab members, fellows, students or applicants.
- Granting anyone who has not been officially designated to participate in the review process access to the PKDF grant review portal using his or her password or credentials, or through shared communication.
- 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 review meeting, including but not limited to a colleague, lab member, fellow, student or applicant.
- 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 (consistent with PKDF policy) 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 award of a contract.
- Participating in the PKDF grant review without signing a confidentiality certification, below.

PKDF may take steps in response to a violation of the above policy to preserve the integrity of the PKDF review process. This includes, without limitation, terminating a Scientific Advisory Committee or ad hoc member's relationship with PKDF.

### Certification

I certify that I have read, and understand, the "PKDF Confidentiality and Non-Disclosure Agreement for Reviewers" above, and agree:

- (1) To destroy, delete, and/or return all materials related to applications or proposals, associated materials made available to reviewers, information and materials related to the recruitment process and reviews, reviewers' evaluations, and discussions during review meetings;
- (2) not to grant anyone who has not been officially designated to participate in the review meeting access to the PKDF grant review portal;
- (3) not to disclose or discuss the applications or proposals, associated materials made available to reviewers, information and materials related to the recruitment process and reviews, reviewers' evaluations, and discussions during review meetings with any other individual except as authorized by the PKDF;

- (4) not to disclose information about the committee deliberations, discussions, or evaluations to an application or proposal to another member who has declared a real or apparent conflict of interest (consistent with PKDF policy) with that application or proposal;
- (5) not to use information contained in an application or proposal for personal benefit or make such information available for the personal benefit of any other individual or organization;
- (6) not to disclose procurement information prior to the award of a contract; and
- (7) to refer all inquiries concerning the recruitment or review, including inquiries related to these Confidentiality and Nondisclosure Rules and/or Certification, to the PKDF.

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Print Name

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Signature

Date