

2023 JCATI Reviewer Conflict of Interest Policy

The Joint Center for Aerospace Technology Innovation (JCATI) engages external reviewers to evaluate grant applications. It is important for reviewers to not have personal, professional, or financial interests that conflict with their ability to perform an unbiased review.

This conflict of interest policy ensures JCATI's external reviewers and meeting coordinators (hereafter referred to jointly as "reviewers") perform their services in an impartial and unbiased manner. A "conflict of interest" is defined as any personal, professional or financial interest that may be reasonably perceived to bias the reviewer's judgment. Reviewers should disclose any potential conflicts of interest prior to performing reviews. When a conflict is identified, the reviewer must recuse themselves from further review of the conflicted subject matter unless otherwise authorized by JCATI.

The following non-exhaustive examples of conflicts are presented below.

1. **Affiliations** with a grant applicant organization; an organization listed as a co-applicant, collaborator or service provider in a grant application or funded grant; or an organization otherwise under review place a reviewer in a conflict of interest situation. A reviewer is deemed to have a conflict if he or she:

- is currently employed at the organization;
- is currently providing service to the organization as a consultant or advisor;
- was previously employed by the organization within the last 12 months;
- is being considered for employment by the organization;
- has a formal or informal re-employment arrangement with the organization;
- is currently a member on a visiting committee or other advisory group at the organization;
- holds any office, governing board membership or relevant committee chairpersonship in the organization;
- is currently enrolled as a student at the organization; or
- has received an honorarium, award, gift or favor that is not insubstantial from the organization within the last 12 months.

2. **Relationships** with an investigator, project director or other person associated with a JCATI grant application, funded grant, or program under review place a reviewer in a conflict of interest situation. A reviewer is deemed to have a conflict if he or she has one or more of such relationships:

- family relationships such as spouse, child, sibling or parent;
- business or professional partnership relationships;
- close personal friendships;
- relationships that have included long-standing personal or professional differences;
- past or present professional relationships such as thesis advisor or thesis student; or
- collaborative relationships on a project, book, article, report or paper within the last 48 months.

3. **Financial arrangements, regardless of their value**, that may reasonably be affected by the work underlying a proposal, funded grant, or program under review place a reviewer in a conflict of interest situation. Such arrangements may include stocks, bonds, investments, partnerships, royalties, or intellectual property interests.

4. **Competing interests** arising from affiliations or financial arrangements with individuals or entities involved in solving a problem using an approach that may reasonably be deemed to be competitive with that of a grant applicant place a reviewer in a conflict of interest situation. A reviewer is deemed to have a conflict if he or she:

- has an affiliation of any sort (see 1 above for examples) with an organization that is a commercial market competitor of an organization under review;
- has a financial arrangement (see 3 above for examples) with an organization that is a commercial market competitor of an organization under review; or
- is personally involved with a technology, method, or other approach that may reasonably be deemed to be competitive with that of a grant applicant.

For the purposes of this policy, interests of the following persons, to the extent the reviewer is aware of such interests, are to be treated as if they were those of the reviewer: spouse, partner, dependent child, or relative living in a reviewer's immediate household.

Reviewers are required to report to JCATI any conflict of interest of which they are aware, including, but not limited to, those described above. Except under unusual circumstances, any reviewer who has declared a conflict of interest may not participate in the review of the conflicted subject matter. In exceptional cases, JCATI may decide that the need for special expertise of the reviewer outweighs any possible bias posed by a potential conflict of interest.

If you have any questions regarding this policy, contact the JCATI Executive Director or Program Manager

2023 JCATI Reviewer Conflict of Interest Attestation

As a JCATI reviewer, you are subject to JCATI's Conflict of Interest policy. The policy is attached to this form for your review. You must sign and return this page prior to performing or observing reviews.

I have read and I understand the JCATI Conflict of Interest Policy. Below is a list of conflict of interest disclosures- enter "none" if you have no disclosures.

Beyond what is disclosed above, I have no conflict of interest which would prevent me from impartial review. I understand that I must contact JCATI if any conflict arises during my service.

Name (Please print) _____

Signature _____

Date _____