

2023 JCATI Reviewer Confidentiality Policy

The Joint Center for Aerospace Technology Innovation (JCATI) collects sensitive information to administer grant awards to fulfill its legislative mission. To safeguard this data, JCATI has established the following confidentiality policy:

Members of the JCATI Board of Directors (“Board”), employees, expert reviewers and contractors engaged by JCATI (hereafter jointly referred to as “reviewers”), and other JCATI designees shall not disclose to third-parties information (1) received from grant applicants or recipients as part of the grant-making process or (2) generated by the Board and reviewers as part of the grant-making process. Such information is “Confidential Information”, unless it is already a matter of public record or disclosure is required by law. Confidential Information is to be used by the JCATI Board, reviewers and designees solely for the purposes of performing their duties for JCATI and not for any personal purposes. The following general principles shall apply in interpreting this policy:

- Only the Board or the JCATI Executive Director may authorize the disclosure of Confidential Information and determine, after consultation with legal counsel, what information must be disclosed in response to requests under the Public Disclosure Act or pursuant to lawful process.
- Materials provided to the Board, reviewers and designees as part of the grant-making process, and all discussions that take place as part of the grant-making process outside of public meetings of the Board, are deemed to be Confidential Information.
- The opinions or statements of individual Board members, reviewers or designees expressed as part of the grant-making process and that are not a matter of public record are deemed to be Confidential Information.
- The decisions and deliberations of the Board, reviewers or designees made as part of the grant-making process and that are not a matter of public record are deemed to be Confidential Information.
- The nature or content of and identifiers associated with materials related to the JCATI grant making process, including, but not limited to, letters of intent, grant pre-proposals and proposals, communications from expert reviewers, summaries of expert review activities, documents, correspondence, reports, records, data, databases, and analysis of such materials, regardless of their form, and whether prepared by the Board, reviewers or designees, are deemed to be Confidential Information.
- Information regarding donors, donations, pending grants, awards, contracts and agreements entered into by JCATI, and the financial information and business records of JCATI related to the grant-making process are deemed to be Confidential Information.
- Confidential Information shall not be used by the Board, reviewers or designees for personal benefit or for the personal benefit of any other individual or organization. In this regard, any general knowledge accruing to Board, reviewers or designees from learning more about a subject during the course of reviewing Confidential Information is not to be construed as a “personal benefit.”

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

2023 JCATI Reviewer Confidentiality Attestation

In serving as a JCATI proposal reviewer or observing such reviews, you are subject to JCATI's Confidentiality 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 understand the JCATI Confidentiality Policy and agree to comply with the policy. I will not divulge or use any Confidential Information, as defined within the policy that I may become aware of during my service or observation for any purpose other than providing expert review services to JCATI or observing the provision of such services.

Name (Please print) _____

Signature _____

Date _____