



## **Joint Center for Aerospace Technology Innovation Confidentiality Policy**

The Joint Center for Aerospace Technology Innovation (JCATI) receives and generates financial, operational, technical, commercial and other sensitive information in its funding cycle processes. It is essential that trust between JCATI and potential and actual grantees be established and that a reputation for fairness be maintained. To protect its ability to gather and generate data necessary to make and administer grant awards and to enable it to carry out its mission, JCATI has established the following confidentiality policy.

Members of the Board, employees and contractors of JCATI shall not disclose to third-parties information (1) received from grant applicants or recipients as part of the funding cycle process or (2) generated by board members, employees and contractors of JCATI as part of the funding cycle 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 JCATI board members, employees and contractors 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 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, employees or contractors of JCATI as part of the funding cycle process, and all discussions that take place as part of the funding cycle process outside of public meetings of the Board are deemed to be Confidential Information.
- The opinions or statements of individual Board members, employees or contractors expressed as part of the funding cycle process and that are not a matter of public record are deemed to be Confidential Information.
- The decisions and deliberations of the JCATI Board, employees or contractors made as part of the funding cycle 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 funding cycle process, including but not limited to letters of intent, grant proposals, communications from reviewers, summaries of review activities, documents, correspondence, reports, records, data, databases, and analysis of such materials, regardless of their form, and whether prepared by the Board, employees or contractors of JCATI, 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 funding cycle process are deemed to be Confidential Information.

- Confidential Information shall not be used by the JCATI Board, employees or contractors for personal benefit or for the personal benefit of any other individual or organization. In this regard, any general knowledge accruing to JCATI board, employees or contractors from learning more about a subject during the course of reviewing Confidential Information is not to be construed as “personal benefit.”

## **Joint Center for Aerospace Technology Innovation Confidentiality Agreement**

The Joint Center for Aerospace Technology Innovation (JCATI) confidentiality policy has been established to protect JCATI's ability to gather and generate data necessary to make and administer grant awards and to enable it to effectively carry out its mission.

In performing expert reviews on behalf of JCATI or observing such reviews, you are subject to JCATI's confidentiality policy. The policy is attached to this form for your review and you must sign this certification prior to performing or observing reviews.

I have read and understand the JCATI Confidentiality policy and I 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 \_\_\_\_\_