



AACTE Conflict of Interests Policy for Reviewers

This policy gives reviewers an opportunity to disclose any actual, potential, or perceived conflicts of interest that may exist during a concept, or grant review process. It is the reviewer's obligation to disclose any conflicts of interest accordingly. Peer Review members may not participate in the review of proposals from an institution or organization with which they are employed or with which they have a direct or indirect financial interest, as defined below.

- Reviewers may not participate in the evaluation of proposals when any of the following individuals are named on the submission:
- Co-authors on publications within the past three years, including pending publications and submissions;
- Collaborators on projects within the past three years, including current and planned collaborations;
- Individuals in your field with whom you have had a consulting/financial arrangement/other conflict of interest in the past three years including receiving compensation of any type (e.g., money, goods, or services).

In addition, a reviewer may not participate in the evaluation of a proposal where the action to fund or not fund the proposal would directly, indirectly, or predictably affect any financial interest of a reviewer, his or her spouse, minor child, general partner, a non-federal organization in which a reviewer is serving as an officer, director, trustee, general partner or employee, or any person or nonfederal organization with whom a reviewer is negotiating or has any arrangement concerning potential employment, or has a financial interest other than a de minimis ownership interest.

Reviewers with these types of relationships/situations will not be assigned such proposals or participate in their discussion. In addition, a proposal on which a reviewer is named as a Primary Author, co-author, or contributor/collaborator, may not be reviewed by the group where the reviewer is appointed. In these situations, the proposals will be sent to another review group or reviewed by ad-hoc reviewers, with final recommendations made by AACTE leadership.

Prior to participating as a Peer Reviewer, invited review members will declare conflicts of interest in advance. AACTE staff may periodically request members to re-evaluate their conflicts of interest. Using this information, AACTE staff will strive to identify and avoid conflicts of interest before assigning proposals to reviewers. If members identify a conflict of interest after being assigned a proposal, the member must notify AACTE staff so the proposal can be reassigned to other nonconflicted reviewers. If a member discovers that he or she might have a conflict of interest, might present a conflict of interest, or might have the appearance of impairment of objectivity with any proposal, the member must immediately notify AACTE staff and refrain from further work as a reviewer until authorized to continue.

AACTE may take steps in response to a violation of the above policy to preserve the integrity of the AACTE review process. This includes, without limitation, terminating a Peer Review Panel member's relationship with AACTE.



Conflict of Interests Certification

I certify that I have read and understand the "AACTE Conflict of Interests Policy for Reviewers" as outlined above, and I agree that:

1. To the best of my knowledge, I do not have a conflict of interest as described above and my circumstances are not likely to raise the appearance of a conflict of interest, impropriety, or the appearance of impairment of objectivity with respect to deliberations or any concept, application, or proposal I am asked to review or comment on;
2. If I discover that I might have a conflict of interest, might present a conflict of interest, or might have the appearance of impairment of objectivity while discussing concepts or any application or proposal, I will immediately inform the Annual Meeting Staff Liaison or other designated AACTE staff and refrain from further work as a reviewer until authorized to continue; and
3. To refer all inquiries concerning the recruitment or review, including inquiries related to this Conflict of Interests Policy, to the Annual Meeting Staff Liaison or other designated AACTE staff.

Print name: _____

Signature: _____

Date: _____