

## Conflicts of Interest and Confidentiality for ACS PRF Reviewers and Committee Members

### 1. Your Potential Conflicts of Interests.

ACS PRF reviewers and committee members must be aware of potential conflict of interest situations that may arise. Read the examples of potentially biasing affiliations or relationships listed in this document. As an ACS PRF reviewer or committee member, you will be asked to review research grant proposals. You might have a conflict with one or more. Should any conflict arise, you must bring the matter to the attention of the ACS PRF Program Officer who asked you to complete the review. The Program Officer will determine how the matter should be handled and tell you what further steps, if any, to take.

### 2. No Use of “Insider” Information.

During the proposal review process, you will likely have access to information not generally available to the public. Therefore, you must not use that information for your personal benefit or make it available for the personal benefit of any other individual or organization. This is to be distinguished from the entirely appropriate general benefit of learning more about ACS and ACS PRF, learning from other reviewers and committee members, or becoming better acquainted with the state of a given discipline.

### 3. Your Obligation to Maintain the Confidentiality of Proposals and Applicants.

ACS PRF receives proposals in confidence and protects the confidentiality of their contents. For this reason, you must not copy, quote, or otherwise use or disclose to anyone, including your graduate students or postdoctoral or research associates, any material from any proposal you are asked to review. In addition, reviewers are prohibited from uploading any content from proposals, review information, and related records to generative Artificial Intelligence (AI) tools.

### 4. Confidentiality of the Review Process and Reviewer Names.

ACS keeps reviews and your identity as a reviewer of specific proposals confidential to the maximum extent possible, except that we routinely send to principal investigators edited excerpts of reviews of their own proposals without your name, affiliation, or other identifying information. Please respect the confidentiality of all principal investigators and other reviewers. Do not disclose their identities, the relative assessments, or rankings of proposals by a peer review panel or other details about the peer review of proposals. Unauthorized disclosure of any confidential information could subject you to sanctions.

## Conflicts of Interest for ACS PRF Reviewers and Committee Members

Please review these examples of possible conflicts of interest periodically.

### 1. YOUR AFFILIATIONS WITH AN APPLICANT INSTITUTION.

You may have a conflict if you have/hold/are:

- Current employment at the institution as a professor, adjunct professor, visiting professor, or similar position.
- Other current employment with the institution (such as a consulting or advisory arrangement).
- Previous employment with the institution within the last 12 months.
- Been considered for employment at the institution within the last 12 months.
- Formal or informal reemployment arrangement with the institution.
- Ownership of securities of firms involved in the proposal or application.
- Current membership on a visiting committee or similar body at the institution. (This is a conflict only for proposals or applications that originate from the department, school, or facility that the visiting committee or similar body advises.)
- Any office, governing board membership, or relevant committee chairpersonship in the institution. (Ordinary membership in a professional society or association is not considered an office.)
- Current enrollment as a student. (Only a conflict for proposals or applications originating from the department or school in which one is a student.)
- Received and retained an honorarium or award from the institution within the last 12 months.

### 2. YOUR RELATIONSHIP WITH AN INVESTIGATOR, PROJECT DIRECTOR, OR OTHER PERSON WHO HAS A PERSONAL INTEREST IN THE PROPOSAL OR OTHER APPLICATION.

- Known family relationship as a spouse, child, sibling, or parent.
- Business or professional partnership.
- Past or present association as a thesis advisor or thesis student.
- Collaboration on a project or a book, article, report, or paper within the last 48 months.
- Co-editing of a journal, compendium, or conference proceedings within the last 24 months.

### 3. YOUR OTHER AFFILIATIONS OR RELATIONSHIPS.

- Interests of the following persons are to be treated as if they were yours: Any affiliation or relationship of your spouse, your minor child, a relative living in your immediate household, or anyone who is legally your partner that you are aware of, that would be covered by any items above noted and repeated here:
  - Current employment at the institution as a professor, adjunct professor, visiting professor, or similar position.
  - Other current employment with the institution (such as consulting or an advisory arrangement).
  - Been considered for employment at the institution within the last 12 months.
  - Formal or informal reemployment arrangement with the institution.
  - Ownership of securities of firms involved in the proposal or application.
  - Any office, governing board membership, or relevant committee chairpersonship in the institution. (Ordinary membership in a professional society or association is not considered an office.)
  - Current enrollment as a student. (Only a conflict for proposals or applications originating from the department or school in which one is a student.)
  - Business or professional partnership.
- Other relationships, such as close personal friendships, that you think might tend to affect your judgment or be seen as doing so by a reasonable person familiar with the relationship.