



# U S T A R

## **Conflict of Interest & Confidentiality Statement For Review Committee Members**

Utah Science, Technology and Research Initiative (USTAR)

I, \_\_\_\_\_, hereby affirm that in any instance in which I will serve as a USTAR review committee member ("reviewer"), I will discharge my responsibility without bias or a conflict of interest towards any grant applicant.

Conflicts of Interest Are Characterized As Follows:

1. **Financial Conflicts of Interest:** A reviewer cannot have a financial interest of any kind (either personally or professionally) in the applicant such that the reviewer would benefit from an award to the applicant. This includes, but is not limited to:
  - a. Direct or indirect investment in the project by: reviewer, reviewer's business (if known),
  - b. Any ownership interest in the applicant entity by the reviewer, or the reviewer's immediate family (self, spouse, or minor children)
    - i. "Ownership Interest" means ownership by reviewer, or the reviewer's spouse or minor child of any of the following: outstanding capital stock of a corporation, interest, agency or employee relationship with any corporation or other business entity
  - c. Any financial agreement with the applicant entity (such as a loan or equity interest) such that the reviewer would benefit from the applicant entity's award
  - d. Reviewer is employed by an applicant entity.
    - i. If reviewer is employed by a parent entity (such as a University) such that the reviewer would not benefit personally or financially from the award, the employment must be disclosed and noted. USTAR will have final say over whether the relationship creates a conflict of interest or appearance of impropriety such that the reviewer must be recused from voting.
2. **Personal Conflicts of Interest:** A reviewer cannot have a personal relationship with an applicant or applicant entity such that a reasonable person would find that the reviewer's objectivity would be compromised. This includes, but is not limited to:
  - a. Voting on an application submitted by a relative.
    - i. "Relative" means a father, mother, husband, wife, son, daughter, sister, brother, uncle, aunt, nephew, niece, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, first cousin, member of household or anyone anticipated to be any of the above stated.
  - b. Voting on an application with knowledge that a relative will benefit from the selection, even if the relative is not a named applicant.
3. **Appearances of Impropriety:** Reviewers must disclose any other relationship or circumstance that may affect the reviewers' ability to vote independently and objectively on the project.
4. **Confidentiality of Records and Information:** Applicants are providing records to a governmental entity that may be considered Protected under the Government Records Access and Management Act. Reviewers are participating in the application review as a volunteer for the Governmental Entity. As a volunteer, reviewer is obligated to maintain the classification of the records and to keep the information contained in the proposal and presented to the committee as protected and confidential. Specifically, reviewers may not discuss or use the information received during the application process for any other purpose than prioritizing and advising

USTAR on which projects should receive awards. Reviewers may not discuss the information received during the application process with anyone other than other reviewers (during the process) and, as appropriate, USTAR staff. This prohibition does not affect a reviewer's ability to act on information about the applicant that is available publicly through other means.

After reading the above, I, \_\_\_\_\_, do hereby affirm as follows:

1. By signing this agreement, I confirm that I will not discuss or disseminate the deliberations of the selection committee, the basis for the selection, or any records or information identified as protected, unless required by law, and after discussion with USTAR.
1. To the best of my knowledge, I do not have financial or personal conflict of interest that would affect my ability to independently and objectively score the proposals of the grant applicants.
2. To the best of my knowledge, I have no personal conflict that would affect my ability to independently and objectively score the proposals of the grant applicants;
3. To the best of my knowledge, I am not aware of any other circumstance that would constitute an "appearance of impropriety" that would affect my ability to independently and objectively score the proposals of grant applicants.
4. I hereby affirm that there will be no unlawful discrimination involved in my participation as a selection committee reviewer.
5. I hereby affirm that neither I nor any of my relatives have a financial interest in the project;
6. I hereby affirm that I have not been contacted by any firm or any person representing a firm that is applying for this project in an attempt to influence my vote.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Agency: \_\_\_\_\_

(If reviewer has any relationship or bias toward any offeror, or any relationship or bias that may create the perception of bias, the reviewer (or prospective reviewer) agrees to immediately make a written disclosure to the Office).