



CONFLICTS OF INTEREST STATEMENT
FY 2018 Independent Review Panel

The Mayor's Office on Latino Affairs specifically prohibits a review panel member from reviewing applications where he/she has a real or potential conflict of interest. Review panelists are prohibited from participating in the review where any of the following situations or relationships exists:

- (a) Where reviewer has been or would be directly involved in the same project as the applicant (e.g., as advisory board member, consultant, collaborator or as a conference speaker where expenses are paid by the grant);
- (b) Where reviewer is employed by the same organization as the applicant or was employed there within the past year;
- (c) Where reviewer and applicant have collaborated recently on work related to the proposal;
- (d) Where reviewer is under consideration for a position at the applicant's organization;
- (e) Where reviewer has served in an official capacity with the applicant's organization within the past year;
- (f) The reviewer's organization has members (or closely affiliated officials, e.g., board of trustees members) who serve in an official capacity with the applicant's organizations or institution;
- (g) Where reviewer and the applicant have a familial relationship;
- (h) Where reviewer and the other key personnel identified in the application have been related as a student and thesis advisor or post-doctoral advisor;
- (i) Where reviewer and applicant are known to be close friends or open antagonists;
- (j) Where reviewer has a proposal planned for submission or currently under review within the same subject area;
- (k) Where reviewer has had a recent declination, substantial budget reduction, or other unfavorable action from the Mayor's Office on Latino Affairs;
- (l) Where reviewer is currently involved in a closely associated project.

By signing below, the reviewer herein confirms that he/she has read the above prohibition rules against participation in the panel and affirms that none of the above circumstances exist.

Signature

Date

Print Name _____



CONFIDENTIALITY AGREEMENT
FY 2018 Independent Review Panel

As a panelist selected to review grant applications in connection with the Mayor's Office on Latino Affairs, I agree to the following terms of confidentiality:

1. As a review panel member, I will treat as absolutely confidential all deliberations and recommendations of the review panel. I agree that I will not provide any information of any kind to anyone about the review panels' process, procedures, discussions or recommendations regarding any grant application.
2. At no time during the review of an application should anyone on the review team contact the applicant. All questions concerning an application should be directed to the Grants Manager only. The Grants Manager will work to address outstanding issues and will field concerns to the appropriate program offices as needed.
3. All application forms, materials and related information about the review panels' discussion and/or recommendations about specific applications shall not be divulged in any way or discussed with any persons whatsoever, whether such persons are involved in the review process or not.
4. If at any time a review panel member receives a request for information or application materials from any person about the review process, panel, discussions, specific applications or recommendations, the panel member shall immediately notify the Grants Manager and will provide information and the identification of the person(s) requesting the information or materials.

The undersigned individual certifies that he/she has read the information pertaining to confidentiality and agrees to abide by the above.

Signature

Date

Print Name