

**CHANDRA PROPOSAL PEER REVIEW
NON-DISCLOSURE and CONFLICT OF INTEREST AGREEMENT**

Name (Please Print)

Employer/Affiliation/Institution

Telephone Number

Facsimile Number

Department/Division/Group/Section

Email

Physical Address (Please, no P.O. Boxes)

CIVIL SERVANT STATUS:

Please check box **YES** **NO**

Address City, State, Zip (5+4) or Country Code

Civil Servants need not sign the following Non Disclosure Agreement. All others are required to sign.

In the performance of peer review of proposals submitted to the Smithsonian Astrophysical Observatory (SAO), the undersigned may have access to or be furnished with information that contains unpublished research results, unpublished research ideas, and/or proprietary plans, information, and budgetary data. All SAO supervisory and management personnel and reviewers, and all non-SAO participants, are bound by Federal regulations to maintain the confidentiality of such information and to avoid conflicts of interest in the review process. (Note that Federal law prohibits Federal employees from making unauthorized disclosure of confidential information (18 U.S.C. 1905)). Therefore, with respect to any proposals that may be furnished to or discussed in the presence of the undersigned, or that the undersigned may have access to or learns about, the undersigned agrees:

- 1) to use such data and information only for the purpose of carrying out the requested proposal review;
- 2) to refrain from disclosing or discussing such data and information with submitters of proposals, other reviewers, non-SAO support personnel, or SAO personnel outside the meetings of any designated peer review sessions;
- 3) to refrain from copying in part or all of any proposals that may be provided;
- 4) to return to SAO all proposals that may be provided along with all review sheets and other forms that have been generated in the course of the review process, or to make other disposition of such materials as directed by SAO;
- 5) to exercise due care to avoid any real or apparent conflict of interest in carrying out any reviews (in particular, a reviewer is not permitted to take part in the review of a proposal that originates from his/her home institution; or if any of the proposal's personnel are closely related to the reviewer, e.g., household family members, partners, or professional associates; or if the reviewer has a financial interest in the proposing institution, e.g., ownership of stock or securities, employment, or arrangements for employment). In addition, proposal reviewers agree to avoid the real or apparent conflict of interest created by participating in the peer review for a particular solicitation for which they or professional associates (e.g. from their home institution) have submitted substantially similar investigations; and
- 6) to advise SAO of the disclosure of any information obtained from SAO that is disclosed, used, or handled in a manner inconsistent with this agreement.

Signature

Date

NOTE: Please return by facsimile to: (617) 496-7577, Attn: Ms. Lauren Bortolami