

**As regards confidentiality**

Pursuant to the *Act respecting access to documents held by public bodies and the protection of personal information (R.S.Q. A-2.1)*, the Fonds de recherche du Québec must ensure that the information transmitted by applicants is treated confidentially.

Given the tasks required of them, experts and evaluation committee members have access to privileged information about individuals, organizations and scientific knowledge. Privileged information subject to confidentiality includes the identity of researchers, their career, the subsidy applications submitted, and evaluation committee deliberations and decisions. This privileged information must remain confidential and cannot be exchanged with any persons other than those authorized by the Fonds de recherche du Québec to access such information.

In my capacity as an expert or a member of an evaluation committee, I hereby agree to:

1. abstain from disclosing, either during or subsequent to the mandate conferred by the Fonds, the information contained in the documentation used;
2. abstain from using, for purposes other than evaluation, any information or new concept contained in the documentation transmitted;
3. abstain from disclosing the content of the deliberations of an evaluation committee, the identity of evaluation committee members, or the ranking of an application;
4. keep in a safe place all documents transmitted by the Fonds for evaluation;
5. upon completion of the mandate, return all documents to the Fonds or use an effective method for destroying them (permanent deletion of e-files and shredding of paper files).

**As regards conflict of interest**

The Fonds de recherche du Québec must ensure that evaluations are fair and perceived to be fair. To achieve this, experts and evaluation committee members must examine subsidy or scholarship applications with complete impartiality. This impartiality may be jeopardized in real or perceived conflict-of-interest situations. In such cases, there is a risk that the expert or evaluation committee member lacks the objectivity and openness required to carry out his or her mandate adequately.

Within the usual meaning of the term, conflict of interest refers to a situation in which individuals could favour their interests or those of persons with whom they are connected (relatives, friends, business associates) to the detriment of another interest they have been tasked with defending. Conflicts of interest may be of a financial, moral, psychological, or professional nature.

In my capacity as an expert or a member of an evaluation committee, I hereby agree to:

1. abstain from examining any application for which I am in real or perceived conflict of interest;
2. abstain from examining any application submitted by researchers within my immediate circle, researchers with whom I have collaborated or published within the past five years, former research students, former research directors, family members or friends, or researchers with whom I am not on good professional terms;
3. inform the committee or the program administrator of any real or perceived conflict of interest;
4. in cases of uncertainty as to the existence of conflict of interest, I hereby agree to discuss the situation with committee members or the program administrator, who will settle the question.

Furthermore, as a member of an evaluation committee, I hereby agree to:

5. leave the room while the application in question is being examined;
6. abstain from taking part in deliberations concerning that application when applications are being assigned their final rank.

**If you have an institutional E-mail address:**

Please mark an X in the box and write your name in the space provided below ("Name in printed letters"). Marking an X in the box and writing your name below serves as your valid signature of this agreement form. Please return the form to the sender by E-mail from your institutional e-mail address

**If you don't have an institutional E-mail address:**

Sign the original and return a copy by E-mail or Fax to the :

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Signature

Date

Name in printed letters

Program / committee