

## Non-disclosure agreement

The following templates can be used as basis for your own document

### *Example 1*

#### Declaration for XXX evaluation

- Please read the following declaration carefully and sign it to express your acceptance of the document.
- Please provide a scanned copy to the XXXcall secretariat by uploading to webpage <https://XXX>
- Please send the original version by postal mail to  
XXX

#### **NON-DISCLOSURE AGREEMENT**

I hereby undertake to treat as confidential all and any information that I receive while participating in the work of evaluating XXX project proposals, to use this information solely for the purpose of evaluation of the proposals, not to disclose it to any third party and not to make it publicly available or accessible in any way, except with the prior written consent of the company or other entity submitting the project proposal in question and the XXX consortium.

I understand that this non-disclosure agreement is binding towards XXX who has proposed me as an evaluator/rapporteur and towards (and for the benefit of) any applicant submitting the project proposal to the XXX joint calls for proposals. Furthermore, I understand that this non-disclosure agreement concerns all and any information in any form that comes to my knowledge during my participation in the work of evaluating XXX project proposals.

I understand that I shall be bound by this non-disclosure agreement as of the date of my signature of this obligation and that I shall be bound by it even after my participation in the work of the XXX evaluation has ended.

#### **Notification in case of Conflict of Interest**

I declare that I have not submitted, nor am I, to my knowledge, involved in any proposal currently under evaluation or submitted for evaluation, under the XXX Call 2018.

I declare that my participation in the evaluation of the following proposal(s) could not create a conflict of interest (see Appendix C in the "Guide for Evaluators" for explanation).

I hereby declare that I will instantly contact XXX in case a conflict of interest arises:

Contact: XXX)

#### **Code of Conduct and availability of assessments**

I undertake to abide by the Code of Conduct for evaluators/rapporteurs covered in Appendix D in the M XXX "Guide for Evaluators" ("Code of conduct").

I hereby declare that I will finish the evaluation in due time and accept the deadlines set by the XXX call secretariat. This includes:

- Finalising as evaluator the individual written assessment until 18 December 2018 at the latest.
- Finalising as rapporteur the peer review report until 11 January 2019 at the latest.
- Furthermore I am available for online discussions for the compilation of the individual assessments and agree that my contact details are provided to other XXX evaluators after the individual written assessment is finished.

Name (in CAPITAL LETTERS):

Date and Signature:

## **Example 2**

### **Confidentiality Disclosure Agreement**

I hereby undertake to treat as confidential all and any information that I receive while participating in the work of the XXX Evaluator Panel and evaluating XXX project proposals, to use this information solely for the purpose of evaluation of the proposals, not to disclose it to any third party and not to make it publicly available or accessible in any way.

I understand that this confidentiality disclosure agreement is binding towards any national authority who has appointed me as an evaluator and towards (and for the benefit of) any applicant submitting the project proposal to the XXX calls for proposals. Furthermore, I understand that this confidentiality disclosure agreement concerns all and any information in any form that comes to my knowledge during my participation in the work of the XXX Evaluator Panel and evaluating XXX project proposals.

I understand that I shall be bound by this confidentiality disclosure agreement as of the date of my signature of this obligation and that I shall be bound by it even after the XXX Evaluator Panel has performed its duties or after my participation in the work of the XXX Evaluation Panel has ended.

Name		Date	
Signature			

### ***Example 3***

#### ***Declaration of Confidentiality***

All the information you receive in conjunction with XXX evaluation process is strictly confidential.

Please insert your name and signature below, indicating that you will handle all information you received in conjunction with this evaluation process strictly confidential.

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date                      name    signature

## Example 4

# Declaration of Conflict of Interest

(confidential)

Evaluator \_\_\_\_\_

Pre-proposal number	Coordinator	Project title	Conflict of interest	
			yes	no

You should refrain from reviewing the above listed applications if a conflict of interest exists or could be perceived to exist. There is a conflict of interest if you stand to profit professionally, financially or personally from approval or rejection of the application. You should also refrain from reviewing the application if you have published together with the applicant or the co-workers. In either case please inform the XXX Secretariat.

If you cooperate or have cooperated with the applicant or the co-workers but the cooperations do not relate at all to the present application, please mention this fact and review the application. Your declaration will be treated in strict confidence by the XXX Secretariat and will under no circumstances be passed on to anybody else. There is no need to mention normal scientific contacts, for example at conferences or workshops.

Please mark the pre-proposals in the list, indicating a conflict of interest or not and return this declaration via XXX

In addition, please bring the originally signed form to the first evaluation meeting XXX. If you are not participating in the meeting please send the form by XXX

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(date)

(name)

(signature)