

Transcript – Confidentiality Statement

*****DISCLAIMER!!!*****

THIS FILE MAY CONTAIN ERRORS. THIS IS NOT A LEGAL DOCUMENT AND IS NOT FOR USE IN A COURT OF LAW.

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Given the sensitive nature of the information in grant applications, a reviewer is required to electronically sign a statement, agreeing to keep the information confidential. This tutorial walks you through the steps for signing the statement and indicating whether or not you are a lobbyist.

A reviewer cannot access the grant applications and other meeting material until the Confidentiality Statement is signed. In addition, policy bans federal lobbyists from serving as a reviewer.

When a reviewer logs into eRA Commons and selects the Internet Assisted Review tab, the Confidentiality Statement link will display in the Action column. The Confidentiality Statement must be signed one time for each meeting, regardless of the meeting phase. Once the agreement is signed, this link is replaced with other access links according to the phase of the meeting. Note that the confidentiality agreement is separate from the pre-meeting conflict of interest form that reviewers must also sign.

The Office of Management and Budget policy bans the appointment of federally registered lobbyists to federal advisory committees and other boards and commissions. Therefore, reviewers are required to indicate whether they are lobbyists before being granted access to a meeting.

If the reviewer is not a lobbyist, he or she must select the radio button indicating “I am NOT a federally registered lobbyist”. Read the confidentiality agreement, then click the “I agree” button. The List of Meetings screen will appear, displaying the Action links appropriate for the review meeting.

A lobbyist whose term falls within the dates of a review meeting cannot be granted access to the review meeting. He or she must indicate his or her status on the Confidentiality Statement screen by clicking the radio button, “I am a federally registered lobbyist, the meeting date falls within my term”. Then click on the “I agree” button.

The verification screen provides a chance to confirm or cancel this designation. Select the Cancel/Return button to return to the List of Meetings screen only if you have accessed this screen and are NOT a lobbyist.

Select the Confirm/Continue button if you want to continue to confirm your status as a lobbyist.

If a reviewer has confirmed his or her status as a federally registered lobbyist, he or she will be denied access to the meeting, and will not have the ability to reverse the status. If a reviewer has mistakenly designated himself or herself as a federally registered lobbyist, he or she must contact the eRA Service Desk for assistance.

A number of resources are available to you for more information about the Confidentiality Statement and the lobbyist designation. We very much appreciate your service as a reviewer. If you still have questions, contact your SRO or the eRA Service Desk. Thanks for watching.

<http://grants.nih.gov/support/index.html> (Toll-free: 1-866-504-9552; 301-402-7469).