**Ocean Energy Safety Institute**

**Proposal Reviewer Conflict of Interest and Confidentiality Statement**

# Your Potential Conflicts of Interest

Your designation as a member of the Ocean Energy Safety Institute (“OESI”) project proposal review team requires that you be aware of potential conflict of interest situations that may arise. Read the examples of potentially biasing affiliations or relationships listed on the second page or back of this form. By signing this form, you agree to abide by [the requirements of the Procurement Integrity](https://www.govinfo.gov/content/pkg/USCODE-2017-title41/pdf/USCODE-2017-title41-subtitleI-divsnB-chap21.pdf) [Act](https://www.govinfo.gov/content/pkg/USCODE-2017-title41/pdf/USCODE-2017-title41-subtitleI-divsnB-chap21.pdf) (41 U.S.C. §§ 2101-2107. As a member of OESI review team, you will be privy to information such as research topics, white paper or proposal information, and peer review documentation. Should any conflict of interest arise during your term, you must bring the matter to the attention of the Texas A&M Engineering Experiment Station (“TEES”) Research Compliance Officer. The Research Compliance Officer, in coordination with the OESI Executive Director and/or Program Administrator, will determine how the matter should be handled and will tell you what further steps, if any, to take.

# No Use of Confidential Information

In this role you will have access to information not generally available to the public (“Confidential Information”). Such Confidential Information includes, but is not limited to, information related to research topics, white papers, proposals, and reviewer comments. You must not disclose or use this information for your personal benefit or make it available for the benefit of any other individual, organization or company for a period of twelve months from the opening of the review period.

# Your Obligation to Maintain the Confidentiality of Proposals and Applicants

OESI receives proposals in confidence and protects the confidentiality of the contents of the research topics, white papers, proposals, and reviewer comments. For this reason, you must not disclose any material related to OESI project proposals or the reviews outside of the approved OESI Operations personnel without obtaining prior permission of OESI Executive Director and the Disclosing Party for a period of twelve months from the opening of the review period. If you believe anyone outside of the approved personnel should need information, you must obtain permission from the TEES Research Compliance Officer before disclosing.

# Confidentiality of the Evaluation Process and Evaluator Names

OESI keeps evaluations and identities of evaluators of proposals confidential. Please respect the confidentiality of all reviewers and proposal submitters. Do not disclose their identities, the relative assessments, or rankings of the proposals by any peer evaluation panel, or other details about the peer evaluation of proposals.

# Contact Information for Conflicts of Interest

Amber Oehlke,

Director, TEES Research Compliance

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| **YOUR CERTIFICATION** | |
| Your Potential Conflicts  I have read the list of affiliations and relationships (on Page 3) that could prevent my participation in matters involving such individuals, institutions, or companies. To the best of my knowledge, I have no affiliation or relationship, except as listed on page 2, that would prevent me from performing my panel duties. I understand that I must contact the TEES Research Compliance Officer if a conflict exists or arises during my service. I further understand that **I must sign and return this Conflict Statement before I may serve.**  Maintaining Confidentiality and Security  I will not divulge or use any Confidential Information, as described above, that I may become aware of during my service. Furthermore, I understand the importance of confidentiality, disclosure of conflicts of interest, and security to the successful operation of the OESI as an organization. If I become aware of any disclosure of Confidential Information outside of the approval personnel, any breach of security, and/or conflicts of interest I will report it to the TEES Research Compliance Officer. Unauthorized disclosure of any confidential information could lead to sanctions, including disciplinary action.  By signing this form, you acknowledge the following: I understand that my participation may preclude me from participation as a member of a proposal team under the pathways assigned for my review in any follow-on requirements related to this project call. I will not disclose any information learned through my participation in this process to members for any follow-on requirements related to this procurement. I further agree that I will disclose my obligations under this Agreement to any future or prospective employer and that I or my employer will notify the TEES Research Compliance Officer, in writing, about my employment with any prospective member on any follow-on requirements related to this procurement. | |
| **Name (Please Print):** | |
| **Signature:** | **Date:** |

**Potential Conflicts of Interest for OESI Personnel**

As a member of the management team, please review these examples of possible conflicts periodically during your tenure.

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| **1. YOUR AFFILIATIONS WITH AN APPLICANT INSTITUTION (PAID OR UNPAID)** |
| You may have a conflict if you have/hold/are:   * Current employment at the institution * Other current employment with the institution (such as consulting or an advisory arrangement). * Previous employment with the institution within the last 12 months. * Being considered for employment at the institution. * Formal or informal reemployment arrangement with the institution. * Ownership of securities of firms involved in the proposal or application. * Current membership on a visiting committee or similar body at the institution. * Any office, governing board membership, or relevant committee chairpersonship in the institution. (Ordinary membership in a professional society or association is not considered an office.) * Current enrollment as a student. (Only a conflict for proposals or applications that originate from the department or school in which one is a student.) * Received and retained an honorarium or award from the institution within the last 12 months. |
| **2. YOUR RELATIONSHIP WITH AN INVESTIGATOR, PROJECT DIRECTOR, OR OTHER PERSON WHO HAS A PERSONAL INTEREST IN THE PROPOSAL OR OTHER APPLICATION** |
| * Known family relationship as spouse, child, sibling, or parent. * Business or professional partnership. * Past or present association as thesis advisor or thesis student. * Collaboration on a project or on a book, article, report, or paper within the last 12 months. * Co-editing of a journal, compendium, or conference proceedings within the last 12 months. |
| **3. YOUR OTHER AFFILIATIONS OR RELATIONSHIPS** |
| * Interests of the following persons are to be treated as if they were yours: Any affiliation or relationship of your spouse, of a relative living in your immediate household or of anyone who is legally your partner that you are aware of, *that would be covered in sections 1 and 2 above.* * Other relationship, such as close personal friendship, that you think might tend to affect your judgment or be seen as doing so by a reasonable person familiar with the relationship. |

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| **CONFLICTS OF INTEREST - Please list any potential conflicts below. Attach additional pages as needed.** |
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**Consortium Members**

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| **OESI Membership** |
| OESI Membership information is available on the OESI website and updated monthly.   * OESI: <https://oesi.tamu.edu/> * Member Portal: <https://oesi.tamu.edu/members/> |