Conflict of Interest Disclosure and Certification Form

All individuals who sit on an evaluation committee for a subaward shall complete this form, prior reviewing or evaluating any application, to indicate they do not have a conflict of interest with the applications being evaluated.

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With respect to application(s) submitted in response to EoI No. XX for Insert Title or Purpose of EoI the undersigned hereby agrees and certifies to the following:

1. I will use the application(s) and all information therein other than information otherwise available without restriction, for evaluation purposes only. I will safeguard the application(s) and will not disclose them, or any information contained in them (other than information otherwise available without restriction), except as directed or approved by an authorized individual of Helen Keller Intl.
2. I will ensure that any authorized restrictive legends placed on the application(s) by prospective recipients or the Funder, will be applied to any reproduction, or abstract of information, made by me.
3. Upon completing the evaluation, I will return all copies of the application(s), and any abstracts thereof, to the Helen Keller Intl individual that initially furnished them to me.
4. Unless authorized by Helen Keller Intl in advance in writing I will not, ‑‑ whether before, during, or after the evaluation ‑‑ contact any prospective applicant, subrecipient or their employees, representatives or agents, concerning any aspect of the proposal.
5. Check only ONE:
* I have carefully reviewed my employment (past, present and under consideration) and financial interests, as well as those of my household family members. Based on this review, I certify, to the best of my knowledge and belief as of the date indicated below, that I have no actual or potential conflict of interest, personal or organizational, that could diminish my capacity to perform an impartial and objective evaluation of the application(s), or that might otherwise result in an unfair competitive advantage to one or more prospective applicants
* I have fully disclosed all actual or potential conflicts to the Helen Keller Intl authorized individual, and will comply fully, subject to termination of my evaluation services, with any instructions by Helen Keller Intl to mitigate, avoid, or neutralize conflicts(s).

By signing below, I understand that I will also be under a continuing obligation to disclose, and act as instructed concerning, such conflicts discovered at any time prior to the completion of the evaluation.

Signature:

Date:

Name:

Title:

Organization: