

**Graduate and Postdoctoral Studies Office
Fellowships Evaluation Committees
Procedures on Confidentiality and Conflict of Interest**

Procedures to ensure confidentiality of the evaluation process

The fellowship evaluation process administered by the Graduate and Postdoctoral Studies Office is confidential. Application files must be treated in accordance to applicable privacy and access to information laws.

- The evaluator is not authorized to communicate with the applicant or other stakeholders outside the committee or the Graduate and Postdoctoral Studies Office staff and administrative officers. If there are problems detected with the application, concerns must be addressed to the Graduate and Postdoctoral Studies Office staff who will communicate with the applicant or other stakeholders.
- At the end of the evaluation process, application files and rating sheets must be returned to the Graduate and Postdoctoral Studies Office for confidential disposal.
- At the end of the evaluation process, comments from committee members made on rating sheets will be destroyed confidentially. Scores and rankings will constitute the only permanent record; the identity of the evaluators will not be associated with the scores in the permanent record.

Procedure for fellowship evaluators in conflict of interest

An evaluator must abstain from evaluating a fellowship application in all cases of conflict of interest, either because:

- the evaluator is/was the supervisor, or co-supervisor of the candidate;
- the candidate is/was part of the research team of the evaluator;
- the evaluator wrote a letter of reference for the candidate for the application being reviewed;
- the evaluator is in conflict of interest for any other reason (family or other relationship) which will be explained to the committee during the meeting.

In such cases, the evaluator will enter a rating of **CI** on the ranking sheet. The preliminary and final ranking for that candidate will be determined based on the other two evaluators' ratings, which will not penalize the student.

At the meeting, the evaluator who entered the rating of **CI** will abstain from discussing the file of the particular student.

In cases where the evaluator is indirectly involved (knows the candidate, without being in conflict of interest as defined above), the evaluator should declare this up-front at the meeting and refrain from giving additional information not already reflected in the application.

Jan. 2005.