

## **NSA Mathematical Sciences Grants Program Research and Conference Grant Proposals: Confidentiality Policy**

The following guidelines are used by the American Mathematical Society (AMS) and the NSA Mathematical Sciences Grants Program to establish standards for maintaining the confidentiality of grant proposals and the confidentiality of the individuals involved in their processing. These policies have guided the work of the panel since the AMS assumed management of the review process in the early 1990s. These standards are modeled closely on those of long standing use by the peer-reviewed research grant programs of other federal agencies, including the Division of Mathematical Sciences at the National Science Foundation.

AMS Staff Members, NSA Mathematical Sciences Grants Program personnel, panelists, proposal reviewers, and anyone with authorized access to proposal content shall adhere to the following rules during the proposal evaluation process.

1. Maintain confidentiality of applicant names and personal information.
2. Keep proposal content confidential.
3. Do not use proposal content for personal gain.
4. Panelists shall only discuss proposals with AMS Staff Members, NSA Grants Program personnel, and other panelists.
5. Panelists must obtain express permission from an AMS Staff Member and the NSA Grants Program Director to discuss or show proposal to a non-panelist, and requests will be granted only in rare circumstances.
6. Proposal Reviewers may not discuss proposals with other colleagues under any circumstance, nor may they show any portion of a proposal to another colleague under any circumstance.
7. Panelist names and proposal reviewer names shall be held in confidence. In particular, panelist names and proposal reviewer names are not to be revealed to applicants, other colleagues who are unauthorized to view proposal information, or to the general public.
8. Information from discussions that occur during meetings of the Panel shall not be disclosed outside of the group of AMS Staff Members, NSA Grants Program personnel, or the Panel.

Upon the submission of a review, a proposal reviewer shall be deemed to have agreed to adhere to the above policy.