

U.S. Civil Servant Reviewers

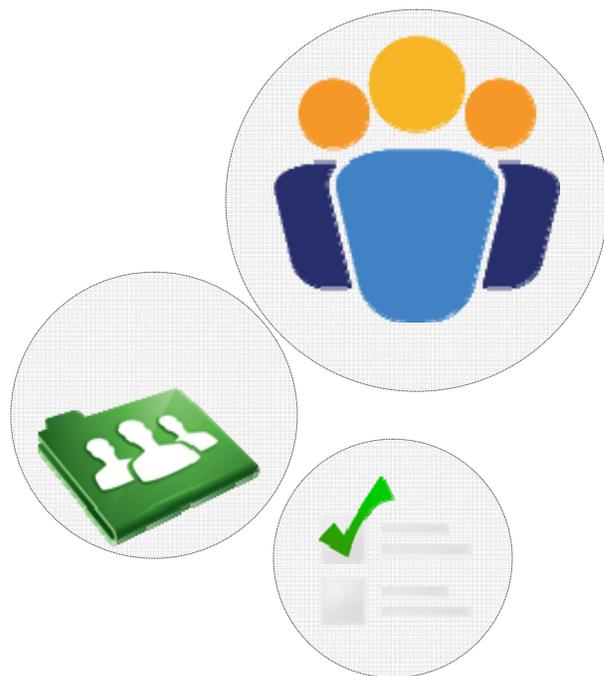


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Overview

Currently, all reviewers at NASA follow the Scientific Community Standards which include the community expectations for unbiased and un-conflicted peer reviews such as those described in the NASA Guidebook for Proposers. All reviewers have the ability to declare a conflict against a particular proposal, an action which precludes access to that proposal. During a Review, reviewers also commonly 'leave the room' when any proposals they have declared a conflict against are discussed or voted upon. This practice will not change.

However, for conflicts in violation of Federal Ethics Standards, which include the criminal conflict of interest statute, 18 U.S.C. 208, the Standards of Conduct, 5 C.F.R. Part 2635, and the Procurement Integrity Act, 41 U.S.C. 423, **there are significant changes for reviewers who are also U.S. Civil Servants.**

What's New

Reviewers who are also U.S. Civil Servants must adhere to Federal Ethics Standards which define conflicts of interest regarding institutional and personal affiliations and other relationships. When a civil servant reviewer declares a conflict of interest to avoid violation of Federal Ethics Standards, the action disqualifies the reviewer from participating in the Review or Panel (Review Entity) in which the declaration was made. This level of conflict of interest **bars the reviewer from participation in any Panel or group of competing proposals (Entity of the Review).**

Civil Servant reviewers will now have to either self-certify against conflicts based on Federal Ethics Standards *or* declare a conflict and disqualify themselves. This user guide, in conjunction with new functionality in NSPIRES, will guide civil servants through self-certification.

This Guide will explain the New Certification Process and show you how to:

- ✓ **Select your Review Assignment**
 - Designate Your Employment Status
 - Accept or Decline the Review Assignment
- ✓ **Access your Review**
 - Navigate Through the New Self-Certification Process
 - Electronically Sign the Certification Document or Declare a Conflict of Interest based on Federal Ethics Standards
 - Recertify an entity
- ✓ **Declare a Conflict of Interest After Certification**
 - Decline a Proposal Assignment for Reasons of Conflict of Interest based on Federal Ethics Standards
 - Declare a Conflict based on Federal Ethics Standards on a Proposal that is not your assignment

Steps for Accessing Your Review Assignment

Step 1: Logging in and Selecting Your Review

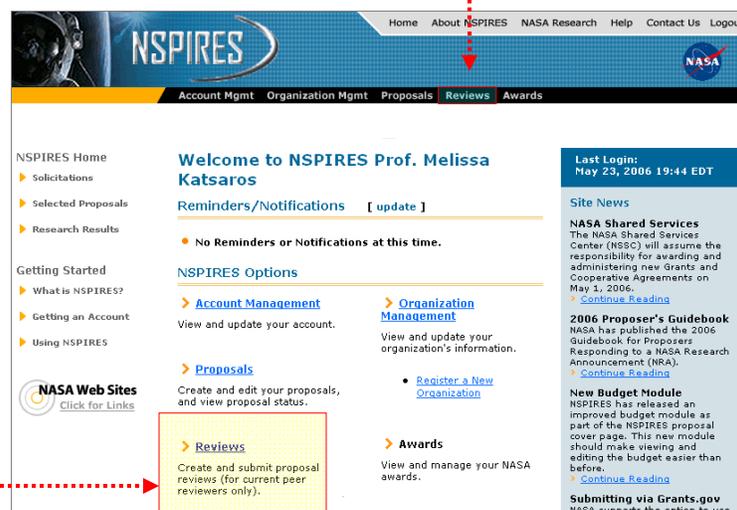
In order to access a Review, you must have an activated NSPIRES account. If you do not have one, you must register for an NSPIRES account at this time. Please see the **User Registration** tutorial for more information. With an NSPIRES account, your first step is to access the **NSPIRES Home** page at <http://nspires.nasaprs.com>.

1. Enter your **Username** and **Password**
2. Click the **Login** button



From your **personal NSPIRES Home** page, you may access the **Reviews** module. This module allows you to access your specific Review assignment, the electronic proposals assigned to you, and the form you will use to enter your evaluation of these proposals.

- Select the **Reviews** link from within the body of the page, OR
- Click **Reviews** from the **Member Options** bar



This will bring you to the **Reviews** page. This page consists of a **Current Reviews** section, which provides links to the current, or active, Reviews to which you are assigned, as well as, a link to the index page of the solicitation or program element you are reviewing, and support personnel, if available. In this example, there are several Reviews assigned to this member.

1. To access a new Review assignment, click on the **Review Name** link to the right of the NEW icon.

Account Mgmt Organization Mgmt Proposals Reviews | NSPIRES Time: Sep 07, 2006 15:57 EDT

> Home > Current Reviews

Reviews

Current Reviews

Review Name	Review Acronym	Solicitation	Program Officer
NEW Review Grouping Ipsam Voluptatem	RGIV	NH062SS036N	Tanya Rabourn
ACCEPTED REASONS Education Component	EDU05	NH062SS324N	Amanda Smith
DECLINED Discovery Data Analysis Program 2006 Review	DDAP06	NNZ662II324N	Amanda Smith
NEW MOST GO Program (5 steps)	RGIV	NH062SS036N	Tanya Rabourn
NEW Mars Data Analysis Program 2009(interim)	RGIV	NH062SS036N	Tanya Rabourn

Legend:

- NEW** The potential reviewer has not yet accepted or declined the review assignment.
- ACCEPTED** The reviewer has accepted the review assignment and can execute reviewer roles and corresponding functions as appropriate.
- DECLINED** The potential reviewer has declined the review assignment and will not participate in this review.

NSPIRES
NASA Official: Greg Lindsay
NASA Privacy, Disclaimer and Accessibility Statement

ICON KEY

- NEW** New Review
- ACCEPTED** Accepted Review
- DECLINED** Declined Review

The **Solicitation** link provides access to the solicitation or program element you are reviewing.

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NASA Research

- Solicitations
- Selected Proposals
- Research Benefits

View Solicitations

- Open
- Closed
- Future
- Past/Selections

Science Mission Directorate
Discovery Program 2006 and Missions of Opportunity
Solicitation: NH06ZDA0010

Dates

Release	Jan 03, 2006
DISCM #BIs Due	Mar 06, 2006
DISCM Proposals Due	Apr 05, 2006

Announcement Documents

- Discovery Program 2006 and Missions of Opportunity as amended
- Amendments (As of March 1, 2006)

Other Documents

- Discovery Program Acquisition Home Page
- Discovery Program Library

OK

Note: Changes in Review Statuses

After clicking on a **NEW** review, you are given the option of either accepting or declining the review assignment. Accepted assignments will subsequently appear on the review list (above) with a status of **ACCEPTED** and can be revisited by clicking on the Review name. Declined review assignments will remain on your review list with a status of **DECLINED** and cannot be revisited. All reviews will remain on this list until the Review end date has passed.

Step 2: Designating Your Employment Status

The first time you access a Review, you must designate that you are a federal civil servant. You must also accept or decline the Review assignment. *A civil servant is an individual who has received an official appointment to the civil service to perform a federal function, and whose supervisor is also a civil servant.* In this example, the potential reviewer is a civil servant.

1. Select the **radio** button **'I am a U.S. Civil Servant'**
2. Click the **Continue** button

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> Home > Current Reviews > Review Assignment

Review Employment Declaration

Review: Review Grouping Ipsam Voluptate [SEEDS]
Solicitation Announcement: [NNH042SS034N: New Millennium Program Space Technology - \(ST14\)](#)

Please declare whether or not you are a U.S. Civil Servant to determine the proper terms of a potential review assignment.

Employment Declaration

A civil servant is an individual who has received an official appointment to the civil service, performs a federal function, and whose supervisor is also a civil servant. Employees of Federally Funded Research and Development Centers (FFRDCs) such as JPL are not civil servants.

Select One: I am not a U.S. Civil Servant I am a U.S. Civil Servant

I am a U.S. Civil Servant.

Curator: NASA Research and Education Support Services
 NASA Official: Greg Lindsay

Note:

Non US Civil Servants will go through a different process after this step and will have to agree to a Non Disclosure Agreement. This process has not changed.

Step 3: Accepting or Declining a Review Assignment

You must read and accept the [Review Assignment Terms](#). If you decline, you will be denied access to this Review and the Review status will be changed to *Declined*.

1. **Read** the agreement text
2. Click the **Accept** button

NSPIRES Reviews Management - Mozilla Firefox

File Edit View History Bookmarks Tools Help

nasaprs.com https://nspires-alpha.nasaprs.com/external4/member/reviews/needNDA.do

NSPIRES Reviews Management

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Review Assignment Terms - U.S. Civil Servant

Review: **First Time Try [VIRG-1]**

Solicitation Announcement: [AASEPTGALLOS1: AA*GOODTEST Example](#)

As a federal employee participating in the review of proposals, you are subject to two broad sets of ethics rules: 1) the Federal Ethics Standards, which include the criminal conflict of interest statute, 18 U.S.C. 208, the Standards of Conduct, 5 C.F.R. Part 2635, and the Procurement Integrity Act, 41 U.S.C. 423; and 2) the Scientific Community Standards, which includes the community expectations for unbiased and un-conflicted peer reviews such as those described in the NASA Guidebook for Proposers.

This self-certification process only addresses the Federal Ethics Standards referenced in #1 in the above paragraph. If you have a relationship with a proposer or institution such that your action on the corresponding proposal would violate any of the Federal Ethics Standards, you are disqualified from reviewing the entire list of competing proposals. If you determine that your participation would not violate any of the Federal Ethics Standards, but the Scientific Community Standards would disqualify you from acting on one or more proposal(s), you are still allowed to participate in the review, but you may have to recuse yourself from acting on the problematic proposal(s).

Please carefully read the items listed below. If you accept all of the terms, click on the "Accept" button at the bottom of this page to participate in this review. If you do not accept these terms, or do not wish to participate in this review, click on the "Decline Assignment" button.

Civil Servant Review Assignment Terms

By accepting this review assignment, I:

- Recognize that information contained in proposals is confidential business information that must be protected from unauthorized use or disclosure under Federal law (see the Trade Secrets Act, 18 U.S.C. 1905 and the Procurement Integrity Act, 41 U.S.C. 423).
- Acknowledge that my participation is subject to certain Federal ethics laws and regulations, and that I am required to certify that my participation will not violate these laws or regulations.

You have declared yourself a civil servant and agreed to the Review assignment terms. Clicking on the Accept button will confirm this and grant you access to this Review. Once inside the Review, NSPIRES will guide you through a step by step self-certification process for areas of the Review that a relevant to you.

Accept Back Decline Assignment Cancel

Note

Accept allows access to the Review but does not imply commitment to a particular proposal assignment. Proposal assignments will be accepted or declined on an individual basis throughout the Review.

Note

Decline Assignment is also an option on this page. Declining will preclude further access to the review and list the review with a status of **DECLINED**. If you do this by mistake or change your mind, you must call your Program Officer to reverse this action.

If you are not sure of this action, click on **CANCEL** and call the HELP DESK. Canceling at this point will preserve the Review in **NEW** status.

The Entity Certification Process

Understanding the New Certification Concepts

As a United States Civil Servant reviewer you will have to self-certify against conflicts of interest based on Federal Ethics Standards for any proposals relevant to your participation in a given Review. This relevant group of proposals is referred to in NSPIRES as your *Entity*. Civil servants will be allowed access to their Entities only after signing an electronic certification of no conflicts based on Federal Ethics Standards.

The process that allows access to an Entity is called *Certification*. During Certification, the reviewer previews the team members and their organizational relationships of all proposals in the Entity. The reviewer examines the list and either self-certifies no conflicts of interest or declares a conflict of interest. A certification of no conflict allows access to the proposals in the Entity, whereas a declaration of conflict of interest disqualifies the reviewer from accessing the Entity.

A certification of no conflicts of interest is a new process for civil servants and necessitates an electronic signature to complete the process. This is done by the reviewer who “signs” an electronic document by entering his/her NSPIRES password. This process is described on page 12 of this document .

The number and contents of a given reviewer’s Entities is determined by the organization of the Review and is subject to change as proposals and reviewers are moved, as an example, to and from Panels. After initial certification, the dynamic nature of the Review might necessitate Re-Certification, which becomes necessary when an Entity contains proposals not previously certified.

The NSPIRES system will inform reviewers of the status of their Entities on a continuing basis through the course of the Review.

Civil servants may declare a conflict of interest based on Federal Ethics Standards. This action disqualifies the reviewer from participating in the Review or Panel (Review Entity) in which the declaration was made. This manual, as well as the NSPIRES system, will guide civil servants through this new process.

Please note: the declaration of a conflict of interest based on Scientific Community Standards is not an option in the Entity certification process, but is available on a proposal-to-proposal basis, after certification, for the duration of the Review.

Understanding the Entity Concept

The look and functionality of the Review page has changed for Civil Servants depending on your role and/or the areas of the Review to which you have been assigned. With the role of Reviewer and an assignment in a Panel, you would have to certify against a Panel Entity. NSPIRES defines *Entity* as the portion of the Review that is relevant to potential conflicts of interest. Panel Entities are located under “Panel”. (Please see below).

Review Instructions: Access to proposal assignments and/or relevant areas of participation in this review depends on successful self-certification against any conflict of interest. Areas marked by Certify or Re-Certify Buttons can only be accessed by clicking on the button and successfully completing the required self-certification.

Review Support Personnel: [Gallos, Steve \(Program Officer \)](#); 202-479-9030 Ex: 418
[Chien, Emily \(Peer Review Administrator \)](#); 202-470-9030

Panel Entity

Panels

Status	Panel Name	Panel Acronym	Location	Start Date	End Date	Role
CERTIFIED	Panel A	PANAL- A		11/16/2010	11/06/2011	Panel Chair

Proposals Assigned (3)

Proposal #	Proposal Title	PI	Organization	Role	Evaluation Due	Evaluation	Shared Evals
11-GALLOSRS-1-0002	Six Billion Volt Battery - Gallos Power Source 4	Corey, Wendel	Z**S	Primary	11/10/2011	Create	Decline
11-GALLOSRS-1-0005	Alternative Energy Source: Gallos compound 4	Tislin, Sergiy	Z**S	Secondary	11/10/2011	Create	
11-GALLOSRS-1-0006	Alternative Energy Source: Gallos compound 1	Ochogrande, Alexandro	Z**S	Secondary	11/10/2011	Create	Decline

Review Entity

Another Entity type is the Review Entity. If you have an assignment that is *not* in any Panel, then that assignment and all proposals also not in any Panel constitute the Review Entity. This Entity is located in the area of the page called “Proposals Assigned”. (Please see below).

If you have the role of Review Chair or Review Co-Chair, then your Entity is all proposals in the entire Review and is called the “All Proposals” Entity. These roles supersede all Entity rules: regardless of your actual assignments in other Entities, you must certify no conflict of interest against all proposals to be allowed access to the Review. This Entity is located under the Review Chair/Co-Chair heading.

All Proposals Entity

Review Chair/Co-Chair

[View All Proposals](#)

Panels

Panel Name	Panel Acronym	Location	Start Date	End Date	Role
SEEDS Panel I	SEEDS-1	Washington Marriott 2120 M Street, NW Washington, DC	04/02/2006	04/02/2006	Panelist
SEEDS Panel II	SEEDS-2	Washington Marriott 2120 M Street, NW Washington, DC	04/03/2006	04/03/2006	Panelist

Proposals Assigned (9)

Proposal #	Proposal Title	PI	Organization	Role	Panel	Evaluation Due	Evaluation	Shared Evals
04-ACRON-1245	Some Proposal Title Lorem Ipsum Dolor	Scientist, Joe	University of Pennsylvania	Primary		03/17/2006		--
04-ACRON-3241	Another Proposal Title Lorem Ipsum Dolor	Technology, Tom	Megamicroglobal Inc.	Primary		03/17/2006		--

Certifying an Entity

Regardless of your type of Entity, the procedure is basically the same: you must self *Certify* against conflicts of interest based on Federal Ethics Standards before gaining access to individual proposals.

To begin the Certification Process, Click On the **Certify** button of one of your Entities. The system will then lead you through the Four-step process of certification.

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> Home > Current Reviews > Review Information

Review: SEEDS Review Name [SEEDS]

Associated Solicitation(s): [NNH042SS034N \[ACRON\]: New Millennium Program Space Technology \[Primary\]](#)
[NNH04ZUU001N \[SEEDS\]: Space Exploration Hardware](#)

Review Instructions: [SEEDS Review Instructions](#)

Review Support Personnel: [Yorke, Thom \(Program Officer\): \(202\) 555-1232](#)
[Harvey, PJ \(Peer Review Administrator\): \(202\) 555-4001](#)

Note:
 Contrary to popular belief, Lorem Ipsum is not simply random text. It has roots in a piece of classical Latin literature from 45 BC, making it over 2000 years old.

Access to proposal assignments and/or relevant areas of participation in this review depends on successful self-certification against any conflict of interest. Areas marked by Certify or Re-Certify Buttons can only be accessed by clicking on the button and successfully completing the required self-certification.

Panels						
Status	Panel Name	Panel Acronym	Location	Start Date	End Date	Role
CERTIFY	SEEDS Panel I	SEEDS-1	Washington Marriott 2120 M Street, NW Washington, DC	04/02/2006	04/02/2006	Panelist
CERTIFY	SEEDS Panel II	SEEDS-2	Washington Marriott 2120 M Street, NW Washington, DC	04/03/2006	04/03/2006	Panelist

Navigating through the Certification Process

1. Conflict of Interest Determination - Institutions. The reviewer is presented a list of categories of institutional relationships and affiliations that could potentially cause a conflict of interest based on Federal Ethics Standards. The reviewer is also shown the actual institutions of this Entity which consist of the institutions represented by the PI's and Team Members of all the proposals in the Entity.
2. The reviewer is instructed to familiarize his/herself with this content before continuing to the next step. Conflict of Interest Determination – Persons. The reviewer is presented a list of categories of personal affiliations or relationships that could potentially cause a conflict of interest. The reviewer is also shown the actual PI's and Team Members of all the proposals in the Entity.
3. Do you have a Conflict of Interest based on Federal Ethics Standards? Depending on the answer to this question the reviewer is led to one of the following:
4. **Answer NO:** The reviewer electronically signs a statement of no conflicts of interest and is given access to proposals in the Entity. OR

Answer YES: The reviewer is instructed to contact his Program Officer regarding the conflict and then is disqualified from the Entity for having a conflict of interest based on Federal Ethics Standards. Access to the Entity is precluded.

Clicking on the Certify button begins the four-step certification process as shown below.

1. Read through the list of **Institutions** and Click On the **Continue** button

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Review: NON STANDARD NAME PROP TEST [VIRG-2]

Solicitation Announcement: [AASEPTGALLOS1 \[GOOD1\]: AA*AGallosGOOD\[Primary\]](#)

Step 1 of 4: Conflict of Interest Determination - Institutions

This self-certification process addresses only Federal Ethics Standards. If you have a relationship with a proposer or institution such that your action on the corresponding proposal would violate any of the Federal Ethics Standards, you are disqualified from reviewing the entire group of competing proposals. If you determine that your participation in the Review would not violate any of the Federal Ethics Standards, but the Scientific Community Standards would disqualify you from acting on one or more proposal(s), you are still allowed to participate in the Review, but you may have to recuse yourself from acting on the problematic proposal(s).

Instructions: Please read through the lists below to familiarize yourself with their content. "A. Conflict of Interest Areas" lists relationships and categories where there could be a conflict of interest. "B. Institutions" lists the names of institutions involved in the proposals to be reviewed. Please ensure that none of the institutions in the list "B" correspond to any of the conflict of interest areas in list "A".

A. Conflict of Interest Areas

YOUR AFFILIATIONS WITH A PROPOSING OR APPLICANT INSTITUTION OR COMPANY:

- 1 Current employment at the proposing organization as a professor, adjunct professor, visiting professor, employee, or similar position.
- 2 Other current employment with the proposing organization (such as a consulting or advisory arrangement)
- 3 Seeking or negotiating for employment with the proposing organization.
- 4 Formal or informal arrangement for future employment with the proposing organization.
- 5 A financial interest in the proposing organization (e.g. ownership of securities).
- 6 Serving as an officer, director, trustee, general partner, or in another role of authority in the proposing organization. (Ordinary membership in a professional society or association is not considered an office.)
- 7 Current enrollment as a student with a proposing organization. (Only a conflict for proposals or applications that originate from the department or school in which one is a student.)
- 8 Previous employment with the proposing organization within the last 12 months.
- 9 Any award, honoraria, or other payment received from a proposing organization within the last 12 months.

YOUR OTHER AFFILIATIONS OR RELATIONSHIPS.

- 1 The following interests may create a conflict or the appearance of a conflict for you: Any financial interest or professional affiliation or relationship of your spouse, your minor child, anyone living in your immediate household, or anyone who is legally your general partner. (E.g., if your spouse is employed by a proposing organization, this may create an actual conflict or the appearance of a conflict for you.)
- 2 Other financial interests and relationships, such as those related to persons or organizations in competition with a proposing organization, which you think might tend to affect your judgment or be seen as doing so by a reasonable person familiar with the relationship.

B. Institutions: ⓘ

Institutions:				
	Institution	Cage Code	Duns #	DBA Name
1	SciberQuest, Inc.	7G164	090175485	ECS, INC
2	GENERAL ELECTRIC COMPANY	3Q1N2	781866264	SCIBERQUEST, INC
3	AMERICAN UNIVERSITY	37FK6	077743268	QUEST
4	ARIZONA STATE UNIVERSITY	4B291	077795060	UNIS SPLENDED
5	AUSTIN, STEPHEN F STATE UNIVERSITY (INC)	1KPV3	079121448	Global Science
6	Taiwan University			

Continue
Back
Cancel

Curator: NASA Research and Education Support Services
 NASA Official: Greg Lindsay
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2. Read through the list of **Persons** and Click On the **Continue** button

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Panel: Panel: STEVE-2 Steve TWO

Review: Wendel Coreys Opus [VIRG-3]

Solicitation Announcement: [AASEPTGALLOS1 \[GOOD1\]: AA*AGallosGOOD\[Primary\]](#)

Step 2 of 4: Conflict of Interest Determination - Persons

Instructions: Please read through the lists below to familiarize yourself with their content. "A. Conflict of Interest Areas" lists relationships and categories where there could be a conflict of interest. "B. Proposal Team Members" lists the names of participants in the proposals to be reviewed. Please ensure that none of the Team Members in the list "B" correspond to any of the conflict of interest areas in list "A".

When you have completed the above, select 'CONTINUE' to proceed to the next step. Your other options are to return to the previous page (BACK), or cancel out of this process (CANCEL) which returns you to your list of reviews.

A. Conflict of Interest Areas

YOUR RELATIONSHIP WITH AN INVESTIGATOR, PROJECT DIRECTOR, OR OTHER PERSON WHO IS A PARTICIPANT IN THE PROPOSAL OR OTHER APPLICATION.

- 1 Family relationship as spouse, child, sibling, or parent.
- 2 Business or professional general partnership (An ordinary scientific collaboration is not considered a partnership).
- 3 Association as thesis advisor (major professor) or thesis student, or acting in a similar role, within the past 12 months.
- 4 Professional or personal relationship which may preclude you from being impartial.

YOUR OTHER AFFILIATIONS OR RELATIONSHIPS.

- 1 The following interests may create a conflict or the appearance of a conflict for you: Any financial interest or professional affiliation or relationship of your spouse, your minor child, anyone living in your immediate household, or anyone who is legally your general partner. (E.g., if your spouse is employed by a proposing organization, this may create an actual conflict or the appearance of a conflict for you.)
- 2 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.
- 3 Other financial interests and relationships, such as those related to persons or organizations in competition with a proposing organization, which you think might tend to affect your judgment or be seen as doing so by a reasonable person familiar with the relationship.

B. Proposal Team Members

Proposal Team Members:

	Name	Email	Organization	Phone
1	Bond, James P.	bjames@general.com	AUSTIN, STEPHEN F STATE UNIVERSITY (INC)	212-270-9020x345
2	Bond, Jane C.	bond.jane@nasa.com	SciberQuest, Inc.	703-757-9227
3	Woods, Tiger H.	wtiger@csu.com	GENERAL ELECTRIC COMPANY	301-454-2341
4	Wells, Copper C.	wells.copper@asu.com	AMERICAN UNIVERSITY	313-057-9227
5	Amanda Smith	asmith@asdc.com	ARIZONA STATE UNIVERSITY	240-618-0980

Continue

Back

Cancel

Self Certifying Against Conflicts of Interest

3. Answer the question: **“Do you have a conflict of interest?”** and Click On **Continue**.

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Conflict of Interest Determination

Panel: Panel: STEVE-2 Steve TWO
Review: Wendel Coreys Opus [VIRG-3]
Solicitation Announcement: [AASEPTGALLOS1 \[GOOD1\]: AA*AGallosGOOD\[Primary\]](#)

Step 3 of 4: Do you have a conflict of interest based on the Federal Ethics Standards?

Note for Federal employees: Being employed by the same Agency or at the same NASA center as a proposer, by itself, does not constitute a conflict of interest.

Select One: Yes, I have a conflict of interest No, I don't have a conflict of interest

Continue **Cancel**

Curator: NASA Research and Education Support Services
NASA Official: [Greg Lindsay](#)
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If there is no conflict, you will be brought to a confirmation and signature page (page 12)

Click On “List of Certified Proposals” to review the list of Institutions and Persons

NSPIRES Evaluation

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Conflict of Interest Declaration

Panel: Panel: STEVE-2 Steve TWO

Review: Wendel Coreys Opus [VIRG-3]

Solicitation Announcement: [AASEPTGALLOS1 \[GOOD1\]: AA*AGallosGOOD\[Primary\]](#)

Step 4 of 4: Certification of No Conflict of Interest - Confirmation and Signature

This is to confirm that you have no conflict of interest based on Federal Ethics Standards with any of the institutions or proposal team members in this review. If you wish to review these lists again, summaries are provided on the respective links below:

[List of Certified Proposals](#)

After reviewing the contents of the above lists, please sign your certification:

E-Signature 

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with their corresponding proposals, then Click On the **pen icon** to sign your self-certification electronically by entering your NSPIRES password.

NSPIRES External Report
List of Certified Proposals
Date: 2/28/2010 2:00PM
Reviewer Name: Emily Olsen
Reviewer Title: EPSCoR Review A

NUMBER	ROLE	NAME	ORGANIZATION	CONFLICT	CERTIFY DATE
04-ACRONYM-0001	PI	Scientist, Joe	University of Pennsylvania	No Conflict	12/7/07 10:08 PM
04-ACRONYM-0001	Co-I	Gallagher, James	TRUSTEES OF INDIANA UNIVERSITY	No Conflict	12/7/07 10:08 PM
04-ACRONYM-0001	Co-I	Lary, David John	UT-BATTELLE, LLC	No Conflict	12/7/07 10:08 PM
04-ACRONYM-0002	PI	Smith, Fred	Acme Corporation	No Conflict	12/8/07 12:08 PM
04-ACRONYM-0002	Co-I	Hill, Grant	NORTHERN ARIZONA UNIVERSITY	No Conflict	12/8/07 12:08 PM
04-ACRONYM-0002	Co-I/Science PI	Smithinsky, Frederick	ENVIRONMENTAL PROTECTION AGENCY	No Conflict	12/8/07 12:08 PM
04-ACRONYM-0002	Co-I/Science PI	Williams, Brian	HDF GROUP, THE	No Conflict	12/8/07 12:08 PM
04-ACRONYM-0003	PI	Brown, Charles	Coal Company Inc.	No Conflict	12/8/07 2:08 AM
04-ACRONYM-0003	Co-I	Blutarsky, John	COLORADO STATE UNIVERSITY, UNIVERSITY OF ILLINOIS	No Conflict	12/8/07 2:08 AM
04-ACRONYM-0004	PI	Janowitz, Tom	University of Buffalo	No Conflict	12/7/07 10:08 PM

YOUR CERTIFICATION

Your Potential Conflicts.

I have reviewed the list of individuals and institutions who have submitted proposals to the project for which I am serving as a peer reviewer. I have also reviewed the list entitled "Conflicts of Interest for NASA Peer Reviewers," which lists the affiliations and relationships that could prevent my participation in matters involving such individuals or institutions. I understand that this conflicts list is an illustrative list and not an exhaustive list of disqualifying affiliations and relationships. I understand that I must contact the NASA program officer and my local NASA Legal Office immediately if there is a conflict or appearance of a conflict between the proposals submitted and my affiliations and relationships, or if such conflict arises at any time during my service as a peer reviewer. I further understand that **I must sign this Conflicts Statement before I may review any proposals.**

Maintaining the Confidentiality.

I will not divulge or use any confidential information that I may become aware of during my service as a peer reviewer.

Penalties

I understand that I could be subject to criminal penalties and/or disciplinary action if I participate while I have a conflict of interest or an appearance of a conflict of interest, or otherwise do not comply with the standards set forth here.

CERTIFICATION: I certify that I have no affiliation or relationship that would constitute a conflict or potential conflict or an appearance of a conflict that would prevent me from performing my duties on this peer review.

Peer Reviewer's Name (Please print): Dr. Fred Smith
 Peer Reviewer's Signature:  Date: 06/18/08
 Government Agency: NASA Headquarter Directorate/Division: ARMD/FA/SSRW
 Phone Number: (202) 358-0123 Email: fred.e.smith@nasa.gov
 Name of Peer Review Panel: SSRW Review/SSRW Panel
 Panel Duration: 06/10/08 7:06:13/08

Electronic Signature

The reviewer is directed to enter his/her NSPIRES password to 'sign' the certification of no conflicts of interest based on Federal Ethics Standards. By clicking on the "Continue" button, the reviewer completes the self-certification process. Should the reviewer not want to complete this process, there are the options of either going back to the previous step or cancelling out of the process completely.

After the Certification of No Conflict is electronically signed, the reviewer is returned to the Review page.

NOTE: The status of the Entity is now becomes **'Certified'**. The reviewer can proceed with the evaluation of proposals in this Entity as well as others he or she may have certified.

Account Mgmt Organization Mgmt Proposals Reviews | NSPIRES Time: Sep 07, 2006, 15:57 EDT

> Home > Current Reviews > Review Information

Review: SEEDS Review Name [SEEDS]

Associated Solicitation(s): [NNH042SS034N \[ACRON\]: New Millennium Program Space Technology \[Primary\]](#)
[NNH04ZUU001N \[SEEBEEGB\]: Space Exploration Hardware](#)

Review Instructions: [SEEDS Review Instructions](#) **Review Support Personnel:** [Yorke, Thom \(Program Officer\): \(202\) 555-1232](#)
[Harvey, PJ \(Peer Review Administrator\): \(202\) 555-4001](#)

Note:
 Contrary to popular belief, Lorem Ipsum is not simply random text. It has roots in a piece of classical Latin literature from 45 BC, making it over 2000 years old.

Access to proposal assignments and/or relevant areas of participation in this review depends on successful self-certification against any conflict of interest. Areas marked by Certify or Re-Certify Buttons can only be accessed by clicking on the button and successfully completing the required self-certification.

Panels						
Status	Panel Name	Panel Acronym	Location	Start Date	End Date	Role
 CERTIFIED	SEEDS Panel I	SEEDS-1	Washington Marriott 2120 M Street, NW Washington, DC	04/02/2006	04/02/2006	Panelist
 CERTIFIED	SEEDS Panel II	SEEDS-2	Washington Marriott 2120 M Street, NW Washington, DC	04/03/2006	04/03/2006	Panelist
 CERTIFIED	SEEDS Panel III	SEEDS-3	Washington Marriott 2120 M Street, NW Washington, DC	04/03/2006	04/03/2006	Non Panelist

Declaring a Conflict on Interest Based on Federal Ethics Standards

Answer the question: 'Do you have a conflict of interest' The answer to the question is 'Yes, I have a conflict of Interest.' Then Click On 'Continue'

Home NASA Research Help Logout

Account Mgmt Organization Mgmt Proposals Reviews Awards | NSPIRES Time: Oct 11, 2010 10:13AM EDT

NSPIRES welcomes the NASA Office of the Chief Technologist (OCT).

Conflict of Interest Determination

Panel: Panel: STEVE-2 Steve TWO
 Review: Wendel Coreys Opus [VIRG-3]
 Solicitation Announcement: AASEPTGALLOS1 [GOOD1]: AA*AGallosGOOD[Primary]

Step 3 of 4: Do you have a conflict of interest based on the Federal Ethics Standards?

Note for Federal employees: Being employed by the same Agency or at the same NASA center as a proposer, by itself, does not constitute a conflict of interest.

Select One: Yes, I have a conflict of interest No, I don't have a conflict of interest

Continue **Cancel**

Curator: NASA Research and Education Support Services
 NASA Official: [Greg Lindsay](#)
[NASA Privacy, Disclaimer and Accessibility Statement](#)
[Website Comments / Technical Issues](#)

[Download Adobe Reader](#)

Click On 'Confirm' to complete the declaration of conflict. Please inform your Program Officer of this declaration. The Entity will now have a status of 'Conflicted' and not be accessible by this reviewer.

Home NASA Research Help Logout

Account Mgmt Organization Mgmt Proposals Reviews Awards | NSPIRES Time: Oct 11, 2010 10:14AM EDT

NSPIRES welcomes the NASA Office of the Chief Technologist (OCT).

Panel: Panel: STEVE-2 Steve TWO
 Review: Wendel Coreys Opus [VIRG-3]
 Solicitation Announcement: AASEPTGALLOS1 [GOOD1]: AA*AGallosGOOD[Primary]

Step 4 of 4: Conflict of Interest Declaration - Confirmation

You have selected: Yes, I have a Conflict of Interest.

Having declared a conflict of interest based on Federal Ethics Standards, you must immediately bring the matter to the attention of the NASA program officer who asked you to serve as a peer reviewer and contact your local NASA Legal Office for guidance.

Confirm **Back** **Cancel**

Curator: NASA Research and Education Support Services
 NASA Official: [Greg Lindsay](#)
[NASA Privacy, Disclaimer and Accessibility Statement](#)
[Website Comments / Technical Issues](#)

[Download Adobe Reader](#)

When a Civil Servant **declares a conflict** during the certification or re-certification process, the status of the Entity becomes **'Conflicted'** and **access is precluded**.

Review: SEEDS Review Name [SEEDS]

Associated Solicitation(s): [NNH042SS034N \[ACRON\]: New Millennium Program Space Technology \[Primary\]](#)
[NNH04ZUU001N \[SEEBEEGB\]: Space Exploration Hardware](#)

Review Instructions: [SEEDS Review Instructions](#)

Review Support Personnel: [Yorke, Thom \(Program Officer\): \(202\) 555-1232](#)
[Harvey, PJ \(Peer Review Administrator\): \(202\) 555-4001](#)

Note:
 Contrary to popular belief, Lorem Ipsum is not simply random text. It has roots in a piece of classical Latin literature from 45 BC, making it over 2000 years old.

Access to proposal assignments and/or relevant areas of participation in this review depends on successful self-certification against any conflict of interest. Areas marked by Certify or Re-Certify Buttons can only be accessed by clicking on the button and successfully completing the required self-certification.

Review Chair/Co-Chair
 > [View All Proposals](#)

Panels

Status	Panel Name	Panel Acronym	Location	Start Date	End Date	Role
CERTIFIED	SEEDS Panel I	SEEDS-1	Washington Marriott 2120 M Street, NW Washington, DC	04/02/2006	04/02/2006	Panelist
CONFLICTED	SEEDS Panel II	SEEDS-2	Washington Marriott 2120 M Street, NW Washington, DC	04/03/2006	04/03/2006	Panelist

Proposals Assigned (9)

Proposal #	Proposal Title	PI	Organization	Role	Panel	Evaluation Due	Evaluation	Shared Evals
04-ACRON-4211	Yadda Yadda Title	Mann, Aimee	Space Resource,	Secondary	SEED I	03/17/2006	Draft	--

Note

If you have any questions, please contact the NSPIRES Help Desk at npsires-help@nasaprs.com

Recertifying an Entity

Why Recertify?

Reviewers must recertify a previously certified Entity if either of the following conditions apply:

1. A new proposal has been added to the reviewers Entity. A ‘new’ proposal is defined as one not in any Entity previously certified by the reviewer.
2. A previously self-certified proposal has been edited subsequent to certification.

The above conditions comprise the **Recertification Rule**. The system will respond to adds or edits by the internal NSPIRES administrator and determine if the conditions match 1 and/or 2 above and warrant invocation of this rule. If so, the following scenario occurs for the Reviewer:

How, When and What Happens?

1. As a precaution, as soon as the **Recertification Rule** is triggered, affected **proposals will become inaccessible** to the Reviewer. (See examples on page 17 where inaccessible proposals are dimmed out). Upon the next screen refresh or reload, a new or edited proposal will appear italicized with its access link removed. This behavior is an indicator to the Reviewer that recertification of the Entity is forthcoming.
2. The Peer Review Administrator will initiate an on-demand procedure which performs two actions:
 - a. **Sends an Email** to the Reviewer apprising him/her that recertification of a given Entity is required.
 - b. **Posts a Re-Certify Button** at the access point of the relevant Entities. (See page 19).

The reviewer must complete the recertification process to determine if there are any conflicts of interest based on Federal Ethics Standards. **With the exception of the button being labeled ‘Re-certify’, this process is identical to Certification.** **NOTE:** the reviewer will only be shown institutions and team members from the new or edited proposals. Proposal data from previously certified in a given entity will not be presented again.

Examples of the Recertification Rule appear on the pages 17-20. Note: The legend below appears on the bottom of each page view in the reviewer’s entity area and explains the different states of proposals and entities.

Legend:

 CERTIFY	The reviewer is accessing this area of the review for the first time and must self-certify against potential conflicts of interest.
 RE-CERTIFY	Proposal(s) have been added to this area of the review that have not previously been self-certified by the reviewer.
 CONFLICTED	This area is closed to the reviewer because of a self-declared conflict of interest.
 CERTIFIED	This area has been self-certified against any conflict of interest by the reviewer.
	List of certified relevant data.
<i>Proposal#</i>	Declined, Conflicted, D-Conflicted Proposals.
<i>Proposal#</i>	Proposals are currently not accessible.

NOTE: See Glossary in the Appendix of this document for more detailed definitions

Recertification Examples: Add a New Proposal

New proposal 11-GALLOSRS-1-0007 is added to the reviewer's Entity, Panel "Gallrec Panel B", and cannot be accessed by the reviewer per the Recertification Rule (see page 16).

Home NASA Research Help Logout

Account Mgmt Organization Mgmt Proposals Reviews Awards | NSPIRES Time: Nov 16, 2010 09:09AM EST

NSPIRES welcomes the NASA Office of the Chief Technologist (OCT).

Panel: **Gallrec Panel B [GP-B]**

Review: **Evaluating the Impact of Recertification [GALLOSREC-1]**

Panel Dates: 11/14/2010 – 11/09/2011
 Individual Evaluations Due: 11/10/2011

Panel Support Personnel: [Emily Chien \(Peer Review Administrator \)](#): 202-470-9030
[Steve Gallos \(Program Officer \)](#): 202-479-9030 Ex: 418

Panel Instructions:

Proposals Assigned to Panel (4)

Proposal #	Proposal Title	PI	Organization	Primary	Panel Evaluation		Individual	
					Status	Grade		
11-GALLOSRS-1-0002	Six Billion Volt Battery - Gallos Power Source 4	Corey, Wendel	Z\$\$S	Gallos, Steve	None	Ungraded	view	
11-GALLOSRS-1-0003	Six Billion Volt Battery - Gallos Power Source 2	Corey, Wendel	Z\$\$S		None	Ungraded	view	
11-GALLOSRS-1-0006	Alternative Energy Source: Gallos compound 1	Ochogrande, Alexandro	Z**S	Tislin, Sergly	None	Ungraded	view	
11-GALLOSRS-1-0007	Alternative Energy Source: Gallos compound 2	Ochogrande, Alexandro	Z**S		None	Ungraded	View	

Recertification Examples: Edit a Previously Certified Proposal

Proposal 11-GALLOSRS-1-0003 has been internally edited to change the PI and immediately becomes inaccessible to the reviewer.

Panel: Gallrec Panel B [GP-B]

Review: **Evaluating the Impact of Recertification [GALLOSREC-1]**

Panel Dates: 11/14/2010 – 11/09/2011

Individual Evaluations Due: 11/10/2011

Panel Location:

Room:

Panel Support Personnel: [Emily Chien \(Peer Review Administrator \)](#): 202-470-9030

[Steve Gallos \(Program Officer \)](#): 202-479-9030 Ex: 418

Panel Instructions:

Proposals Assigned to Panel (4)

Proposal #	Proposal Title	PI	Organization	Primary	Panel Evaluation		Individual	
					Status	Grade		
11-GALLOSRS-1-0002	Six Billion Volt Battery - Gallos Power Source 4	Corey, Wendel	Z\$\$S	Gallos, Steve	None	Ungraded	view	
11-GALLOSRS-1-0003	Six Billion Volt Battery - Gallos Power Source 2	Gee, Stephanie	Z\$\$S		None	Ungraded	View	
11-GALLOSRS-1-0006	Alternative Energy Source: Gallos compound 1	Ochogrande, Alexandro	Z**S	Tislin, Sergly	None	Ungraded	view	
11-GALLOSRS-1-0007	Alternative Energy Source: Gallos compound 2	Ochogrande, Alexandro	Z**S		None	Ungraded	View	

Recertification Examples: Notify a Reviewer to Re-Certify

The following email informs the reviewer that recertification is required:

From: nspires@nasaprs.com [mailto:nspires@nasaprs.com]
Sent: Friday, November 12, 2010 1:44 PM
To: Civil Servant Reviewer
Cc: PRA/APRA; Program Officer
Subject: NASA NSPIRES - Re-Certification Required

Proposals have been added to and/or modified in the review listed below. As a Civil Servant Reviewer, you are required to re-certify against potential conflicts of interest. Note that the areas of the review relevant to this re-certification are now marked with "Re-Certify" buttons.

Solicitation Number: AAAGALLOSNOV11

Solicitation Title: Harvesting Ideas for Martian Colonies

Review Name: Evaluating the Impact of Recertification

If you have any questions regarding re-certification please contact:

Program Officer : Steve Gallos, sgallos@nasaprs.com, 202-479-9030 Ext: 418

Peer Review Administrator : Emily Chien, echien@nasaprs.com, 202-470-9030

To log in to NSPIRES, click on this link: <http://i-nspires.nasaprs.com/>
If the above URL is not an active link, please cut and paste the entire URL into your web browser. If you have questions or problems regarding this, or any other NSPIRES business, please contact the NSPIRES Help Desk:

E-mail: nspires-help@nasaprs.com
Phone Support: (202) 479-9376
Hours: Monday through Friday 8 AM to 6 PM EST/EDT

This message is being sent from an outbound-only mail server. Please do not reply to this message.

NOTE: The actions of sending an email and posting the Re-Certify button(s) on the affected Entities are simultaneous. The reviewer may see one before the other depending on where in NSPIRES the reviewer is working when the actions are initiated.

Recertification Examples: Re-Certify Button Posted

Upon the first reload or refresh of this page (after the reviewers have been notified to recertify) a Re-Certify Button will be posted at the access point of each affected Entity. In this case it is posted for Panel, "Gallrec Panel B".

The screenshot shows the NSPIRES Reviews Information web application. The header includes the NSPIRES logo and navigation links: Home, NASA Research, Help, Logout. Below the header is a menu with Account Mgmt, Organization Mgmt, Proposals, Reviews, and Awards. The main content area displays a review titled "Evaluating the Impact of Recertification [GALLOSREC-1]" associated with solicitation AAAGALLOSNOV11. The review instructions mention that access to proposal assignments depends on successful self-certification. A table titled "Panels" is highlighted with a red oval, showing a row for "Gallrec Panel B" with a "RE-CERTIFY" button. Below this is a table titled "Proposals Assigned (2)" listing two proposals with their titles, PIs, organizations, roles, and evaluation due dates.

NSPIRES Reviews Information

Home NASA Research Help Logout

Account Mgmt Organization Mgmt Proposals Reviews Awards | NSPIRES Time: Nov 16, 2010 10:07AM EST

[NSPIRES welcomes the NASA Office of the Chief Technologist \(OCT\).](#)

Review: **Evaluating the Impact of Recertification [GALLOSREC-1]**

Associated Solicitation(s): [AAAGALLOSNOV11 \[GALLOSRS-1\]: Harvesting Ideas for Martian Colonies \[Primary\]](#)

Review Instructions: **Review Support Personnel:** [Gallos, Steve \(Program Officer \)](#): 202-479-9030 Ex: 418
[Chien, Emily \(Peer Review Administrator \)](#): 202-470-9030

Access to proposal assignments and/or relevant areas of participation in this review depends on successful self-certification against any conflict of interest. Areas marked by Certify or Re-Certify Buttons can only be accessed by clicking on the button and successfully completing the required self-certification.

Panels

Status	Panel Name	Panel Acronym	Location	Start Date	End Date	Role
RE-CERTIFY	Gallrec Panel B	GP-B		11/14/2010	11/09/2011	Panelist

Proposals Assigned (2)

Proposal #	Proposal Title	PI	Organization	Role	Evaluation Due	Evaluation	Shared Evals
11-GALLOSRS-1-0002	Six Billion Volt Battery - Gallos Power Source 4	Corey, Wendel	Z&S	Secondary	11/10/2011	Create	
11-GALLOSRS-1-0006	Alternative Energy Source: Gallos compound 1	Ochogrande, Alexandro	Z**S	Primary	11/10/2011	Create	

Done

Note: The recertification process is identical to the certification process with the exception that the reviewer will be shown only institutions and team members from the new or edited proposals. Proposal data previously certified in a given entity will not be presented again.

Declaring a Conflict of Interest After Certification

Declaring a Conflict when Declining an Individual Proposal Assignment

1. Select the Proposal to Decline by Clicking on the **'Decline'** button

Review: Deployment II [GALLOS-2AA]

Associated Solicitation(s): [AAAAAGALLOS1 \[AAAAAGALL\]: A one the first of the fiscal year \[Primary\]](#)

Review Instructions: **Review Support Personnel:** [Gallos, Steve \(Program Officer \)](#): 202-479-9030 Ex: 418

Access to proposal assignments and/or relevant areas of participation in this review depends on successful self-certification against any conflict of interest. Areas marked by Certify or Re-Certify Buttons can only be accessed by clicking on the button and successfully completing the required self-certification.

Status	Panel Name	Panel Acronym	Location	Start Date	End Date	Role
CERTIFIED	Gallos First Panel 64	GP64-2		06/01/2010	07/29/2010	Panelist
CERTIFIED	Gallos Panel 64	GP64-1		06/01/2010	07/29/2010	Panelist

Proposal #	Proposal Title	PI	Organization	Role	Evaluation Due	Evaluation	Shared Evals
10-AAAAAGALL-0003	Gee1	Gee, Stephanie	Z\$\$S	Primary	07/29/2010	Form is not available.	<input type="button" value="Decline"/>
10-AAAAAGALL-0006	Double2	Tislin, Sergiy	Z\$\$S	Secondary	07/29/2010	Form is not available.	<input type="button" value="Decline"/>

Assignments along with the **'Decline'** button are located in the 'Proposals Assigned' area of this page.

Note

The Proposal Assignments area as well as other areas of this page are only accessible after the Entity has been certified. The proposals in this area (as shown above) have been certified. The reviewer has decided to decline the proposal assignment.

By clicking on the Decline button, the reviewer will be brought to a page where he or she will give the reason for declining along with a brief explanation. (See next page).

Understanding the Reasons for Proposal Assignment Declination Declination Reasons

Conflict of Interest – Scientific Community Standards:

You are declining this assignment because of circumstances that you feel will bias your evaluation. Further access to this particular proposal will be denied but you may continue as usual with your other assignments.

Conflict of Interest – Federal Ethics Standards:

You are declining this assignment because you would be in violation Federal Ethics Standards You are disqualifying yourself not only from this proposal assignment, but from reviewing any other proposals in the Entity, (e.g., Review or Panel).

Other:

You are declining this assignment for reasons that are unrelated to any conflict of interest. Further access to this particular proposal will be denied but you may continue as usual with your other assignments.

2. Choose your reason. In the example below, the reviewer is going to decline the proposal assignment because of a conflict based on Federal Ethics Standards. The reviewer selects ‘**Conflict of Interest – Federal Ethics Standards**’ from the dropdown menu and enters a brief **Explanation**.

Account Mgmt Organization Mgmt Proposals Reviews Awards | NSPIRES Time: Oct 11, 2010 10:37AM EDT

NSPIRES welcomes the NASA Office of the Chief Technologist (OCT).

Declination of Proposal Assignment - U.S. Civil Servant

All declinations, whatever the reason, will be brought to the immediate attention of your Program Officer for consideration and approval.

Please confirm this is the correct proposal and then carefully choose the correct reason for declining, followed by a brief explanation. Declination options are explained at the bottom of this page. Click on the Decline button when you are sure of your choice.

3. **Proposal #:** 10-GOOD1-0009
Title: Great @ 1
PI: Ochogrande, Alexandro
Organization: Z**S

Reason and Explanations

Reason: *
Explanation: *

Note

Although the *process* of declining a proposal is the same for any reason, the **consequences vary greatly** (see definitions of reasons above). Declining for a reason of ‘Conflict of Interest – Federal Ethics Standards’ carries the most impact as it results in an immediate disqualification from the Review Entity where the declined proposal resides.

Text of Warning Page:

Declaring a conflict of interest based on Federal Ethics Standards means you believe you would be in violation of Statute 18 USC 208 and/or Standards of Conduct 5 CFR 2635.

As a civil servant, you are disqualifying yourself not only from reviewing this proposal, but from reviewing any other relevant proposals in this review or panel.

The screenshot shows the NSPIRES website interface. At the top, there is a blue header with the NSPIRES logo and navigation links: Home, NASA Research, Help, Logout. Below the header is a yellow navigation bar with links: Account Mgmt, Organization Mgmt, Proposals, Reviews, Awards. The main content area has a red heading: **NSPIRES welcomes the NASA Office of the Chief Technologist (OCT).** Below this is a blue heading: **Declaration of Conflict of Interest - U.S. Civil Servant**. The text reads: "Declaring a conflict of interest based on Federal Ethics Standards means you believe you would be in violation of Statute 18 USC 208 and/or Standards of Conduct 5 CFR 2635." and "As a civil servant, you are disqualifying yourself not only from reviewing this proposal, but from reviewing any other relevant proposals in this review or panel." Below the text are two yellow buttons: "Decline" and "Cancel". A red dashed arrow points to the "Decline" button. At the bottom, there is a footer with the NASA logo, curator information (NASA Research and Education Support Services, NASA Official: Greg Lindsay), and links for Privacy, Disclaimer and Accessibility Statement, Website Comments / Technical Issues, and a Download Adobe Reader button.

3. To confirm that this is actually the correct choice, the system displays a confirmation/warning page to the reviewer. Click on the **'Decline'** button to continue with the disqualifying declaration

Since the proposal resides in a Panel Entity, the disqualifying declaration affects all competing proposals disqualifying the reviewer from that Entity. Note: the Entity is also highlighted in red and access is denied.

Review: Deployment II [GALLOS-2AA]

Associated Solicitation(s): AAAAGALLOS1 [AAAAAGALL]: A one the first of the fiscal year [Primary]

Review Instructions: Access to proposal assignments and/or relevant areas of participation in this review depends on successful self-certification against any conflict of interest. Areas marked by **Certify** or **Re-Certify** Buttons can only be accessed by clicking on the button and successfully completing the required self-certification.

Review Support Personnel: Gallos, Steve (Program Officer); 202-479-9030 Ex: 418

Status	Panel Name	Panel Acronym	Location	Start Date	End Date	Role
CERTIFIED	Gallos First Panel 64	GP64-2		06/01/2010	07/29/2010	Panelist
CONFLICTED	Gallos Panel 64	GP64-1		06/01/2010	07/29/2010	Panelist

Proposal #	Proposal Title	PI	Organization	Role	Evaluation Due	Evaluation	Shared Evals
10-AAAAAGALL-0003	Gee1	Gee, Stephanie	Z\$\$S	Primary	07/29/2010	Form is not available.	D-Conflict: (06/04/2010)
10-AAAAAGALL-0006	Double2	Tislin, Sergiy	Z\$\$S	Secondary	07/29/2010	Form is not available.	

Legend:

- CERTIFY: The reviewer is accessing this area of the review for the first time and must self-certify against potential conflicts of interest.
- RE-CERTIFY: Proposal(s) have been added to this area of the review that have not previously been self-certified by the reviewer.
- CONFLICTED: This area is closed to the reviewer because of a self-declared conflict of interest.
- CERTIFIED: This area has been self-certified against any conflict of interest by the reviewer.
- List of certified relevant data.
- Self-Certification Form.
- Declined, Conflicted, D-Conflicted Proposals.
- Proposals that are in the queue for certification.

Declaring a conflict on a proposal that had been previously certified is not necessarily a contradiction. The institutions and persons presented during certification constitute potential areas of conflict of interest, but not *all* areas. Examination of the proposal in its

entirety may also reveal conflicts. Since all declaration of conflict on individual proposals would occur, by process, after certification, NSPIRES will update the reviewer's certified list with the most recent declaration.

Declaring a conflict on proposal 0003 (example below) updates the status to conflicted and enters the timestamp of the action. Also note that proposal 0005 status remains certified.

NSPIRES External Report List of Certified Proposals Date: 06/04/2010 03:16:23 PM Reviewer Name: Alexander Great Review Title: GALLOS-2AA						
NUMBER	ROLE	NAME	ORGANIZATION	CONFLICT	CERTIFY DATE	
10-AAAAAGALL-0003	Co-I	Tislin, Sergiy		Conflicted	06/04/2010 03:13:53 PM	
10-AAAAAGALL-0003	PI	Gee, Stephanie	Astro Science	Conflicted	06/04/2010 03:13:53 PM	
10-AAAAAGALL-0003	Co-I	Gallos, Steve		Conflicted	06/04/2010 03:13:53 PM	
10-AAAAAGALL-0005	PI	Tislin, Sergiy	Astro Science	Certified	06/04/2010 02:39:35 PM	
10-AAAAAGALL-0005	Postdoctoral Associate	Gee, Stephanie		Certified	06/04/2010 02:39:35 PM	

The system automatically sends an email to the Program Officer and Peer Review Administrators when a disqualifying declination is declared.

This is to inform you that Alexander Ochogrande has declared a disqualifying conflict of interest against a proposal in the review Entity below.

A declaration of Conflict of Interest based on Federal Ethics Standards not only precludes further access to this proposal but disqualifies the Reviewer from participating in the review or panel in which the proposal resides.

If you have any questions, contact the program officer.

Details are below:

Reviewer Email: nspires-jk-test-3@nasaprs.com
 Review Name: Deployment II
 Review Acronym: GALLOS-2AA
 Solicitation: AAAAGALLOS1
 Panel: Gallos Panel 64
 Proposal#: 10-AAAAAGALL-0003
 Proposal Title: Gee experiment 1
 PI: Stephanie Gee
 Reviewer Role: Reviewer
 Evaluation Due Date: 2010-07-29
 Explanation for Declination:
 It will benefit me financially in this proposal is approved.

Declaring a Conflict on a Proposal that is NOT Your Assignment

Non-assignments Can Pose Conflicts

If you are an attendee of a Panel or the Review Chair/Co-Chair, you will have access to proposals that are not your assignment. As these proposals, nevertheless, pose a potential conflict of interest, a *Conflict* button is provided for each one. Clicking on this button gives the reviewer the choice of declaring a conflict by Scientific Community Standards or a conflict in violation of Federal Ethics Standards. The former recuses the reviewer from access to a given proposal while the latter, a disqualifying declaration, denies access to both the proposal and the Entity in which it resides.

The screenshot shows the NSPIRES web application interface. At the top, there is a navigation bar with links for Home, NASA Research, Help, and Logout. Below this is a secondary navigation bar with links for Account Mgmt, Organization Mgmt, Proposals, Reviews, and Awards. The main content area displays information for a specific panel: Gallos Panel 64 [GP64-1].

Panel: Gallos Panel 64 [GP64-1]
Review: Deployment II [GALLOS-2AA]
Panel Dates: 06/01/2010 — 07/29/2010
Individual Evaluations Due: 07/29/2010
Panel Location:
Room:

Panel Support Personnel: [Emily Chien \(Peer Review Administrator \)](#): 202-470-9030
Panel Instructions:

Proposals Assigned to Panel (2)

Proposal #	Proposal Title	PI	Organization	Primary	Panel Evaluation		Individual	Conflict
					Status	Grade		
10-AAAAAGALL-0003	Gee1	Gee, Stephanie	Z\$\$S	Great, Alexander	--	--	view	Conflict
10-AAAAAGALL-0005	Double1	Tislin, Sergiy	Z\$\$S			--	view	Conflict

An orange button labeled "OK" is located below the table. A red dotted arrow points from the "Conflict" button in the second row of the table to the "Conflict" button in the first row. The "Conflict" button in the first row is circled in red.

At the bottom of the page, there is a footer with the NASA logo, contact information for the Curator (NASA Research and Education Support Services), and links for NASA Official (Greg Lindsay), NASA Privacy, Disclaimer and Accessibility Statement, Website Comments / Technical Issues, and a Download Adobe Reader button.

This process is similar to an assignment declination except the only objective is to declare some level of Conflict of Interest.

Declaration of Conflict of Interest - U.S. Civil Servant

Declaring a conflict of interest will preclude access to this proposal. Conflicts for a reason based on Federal Ethics Standards will also preclude access to panels and other relevant areas of the review.

Please confirm this is the correct proposal and enter an explanation of the conflict of interest below.

Proposal #: 10-GOOD1-0002
Proposal Title: Certify 1-Gallos
PI: Gallos, Steve
Organization: Z\$\$S

Reason and Explanations

Reason: *

Explanation:

* Fields marked with an asterisk are mandatory

Note:

Conflict of Interest - Scientific Community Standards: You are declining this assignment because of circumstances that you feel will bias your evaluation. Further access to this particular proposal will be denied but you may continue as usual with your other assignments.
 Conflict of Interest - Federal Ethics Standards: You are declining this assignment because you would be in violation of Statute 18 USC 208 and/or Standards of Conduct 5 CFR 2635. You are disqualifying yourself not only from this proposal assignment, but from reviewing any other proposals in the review or panel.

The result of a declaration based on Federal Ethics Standards is to preclude access to both the proposal and the Entity. A follow-up email is also sent describing the action and the reason for it.

Status of the Entity where the proposal resides has changed to **Conflicted**

Account Mgmt Organization Mgmt Proposals Reviews Awards | NSPIRES Time: Jun 04, 2010 03:55PM EDT

Review: **Deployment II [GALLOS-2AA]**

Entity(s): AAAAGALLOS1 [AAAAAGALL]: A one the first of the fiscal year [Primary]

Review Support Personnel: Gallos, Steve (Program Officer): 202-479-9030 Ex: 418

Assignments and/or relevant areas of participation in this review depends on successful self-certification against any conflict. Clicked by Certify or Re-Certify Buttons can only be accessed by clicking on the button and successfully completing the certification.

Status	Panel Name	Panel Acronym	Location	Start Date	End Date	Role
CERTIFIED	Gallos First Panel 64	GP64-2		06/01/2010	07/29/2010	Panelist
CONFLICTED	Gallos Panel 64	GP64-1		06/01/2010	07/29/2010	Panelist

Proposals Assigned (1)

Proposal #	Proposal Title	PI	Organization	Role	Evaluation Due	Evaluation	Shared Evals
10-AAAAAGALL-0006	Double2	Tislin, Sergiy	Z\$\$S	Primary	07/29/2010	Form is not available.	Decline

OK

Appendix

Glossary of New Terms - Civil Servant Certification

Certification

A U.S. Civil Servant must successfully certify against potential conflicts of interest based on Federal Ethics Standards in order to evaluate proposals in a review.

Certified Status

The status of an Entity for which the U.S. Civil Servant reviewer has certified no conflict of interest. This status may change according to recertification rules.

Certify Button

A button at the access point of an Entity before it has been visited.

Civil Servant Reviewer

Any U.S. Civil Servant with a Review Role of Reviewer, Review Chair or Review Co-Chair. U.S. Civil Servant Reviewers have to certify against Federal Ethics Standards for conflicts of interest before they can gain access to an Entity within the Review. Please refer to the glossary entry for *Entity*.

Conflict of Interest – Federal Ethics Standards

Describing a level of conflict of interest declared against an Entity during self certification or against a particular proposal after self certification. Federal Ethics Standards include the criminal conflict of interest statute, 18 U.S.C. 208, the Standards of Conduct, 5 C.F.R. Part 2635, and the Procurement Integrity Act, 41 U.S.C. 423. This declaration disqualifies a reviewer from the entity being certified. A declaration of a conflict based on Federal Ethics Standards will disqualify a Review Chair or Co-Chair from the entire Review.

Conflict of Interest – Scientific Community Standards

Declared against a particular proposal by either U.S. Civil Servant or Non-Civil Servant Reviewers, this type of conflict of interest constitutes a personal bias exceeding the guidelines of NASA conventions for Reviewers but does not violate any statute. Further access to this particular proposal will be denied but the Reviewer can continue as usual with other assignments.

Conflicted Status

The status of an Entity resulting from the Entity containing a disqualifying proposal. U.S. Civil Servants may no longer access an Entity that is conflicted.

Declaration of Conflict

A declaration of conflict of interest during the certification or recertification process disqualifies a U.S. Civil Servant from the Entity being certified.

Disqualifying proposal (*D-Conflicted*)

A proposal against which a U.S. Civil Servant Reviewer has declared a Conflict of Interest based on Federal Ethics Standards. This disqualifies the reviewer from reviewing this proposal as well as precluding access to any entity where the proposal resides. Proposals that constitute a disqualifying conflict of interest are highlighted in red with a status of “D-Conflicted”.

Conflicted proposal (*Conflicted*)

A proposal against which a U.S. Civil Servant Reviewer has declared a Conflict of Interest based on Scientific Community Standards. This disqualifies the reviewer from reviewing only this proposal. The reviewer recuses him/herself from reviewing this proposal and competing proposals with an action consistent with community conventions, (i.e., leaving the room while these proposals are being adjudicated) but allows the reviewer access to other proposals in a given entity.

Entity

A group of proposals in a Review, relevant only to U.S. Civil Servants, used for the purpose of determining conflicts of interest. There are three types of Entities: All Proposals, Panel and Review.

Panel Assignment

A Panel assignment denotes participation in a Panel in any of the following ways:

1. Having a Panel role:
 - a. Panelist (the default role)
 - b. Panel Chair/Co-Chair
 - c. Executive Secretary)
2. Having a proposal assignment for a proposal residing in the Panel (automatically assigns the default role of panelist).

Proposal Assignment

A Review participant with a Review Role (e.g. Chair/Co-chair or Reviewer) assigned to evaluate a proposal. Proposal assignment roles are as follows:

- a. Primary Reviewer
- b. Secondary Reviewer
- c. Non Panelist Reviewer

Recertification

A reviewer must recertify if and when a given Entity is changed to contain any proposals not previously certified against by the reviewer and/or any previously-certified proposals that have been subsequently updated.

Recertify Button

A button at the access point of an Entity that was formerly accessible but that now needs to be recertified.

Review Assignment

Potential reviewers are invited to participate in a given Review via email and system postings. Participation in a Review is conditional on agreement of Review assignment acceptance criteria.

Review Role

Everyone participating in a Review must have one of the following Review Roles:

1. Review Chair
2. Review Co-Chair
3. Reviewer

Signed Certification Form

The electronically signed affirmation of no conflicts of interest based on Federal Ethics Standards; this is required each time a U.S. Civil Servant certifies or re-certifies against a given Entity in the Review.