

Important Policies for Applicants

This document provides information for prospective applicants to CRDF Global grant competitions and prospective participants in the programs we carry out.

Applicants should always carefully review the Request for Proposals for specific rules and exceptions to the information found in this document.

Before applying to any CRDF Global research grant competition, please be aware of the following policies that affect CRDF Global awards:

Anti-Plagiarism

CRDF Global will not provide funding to an application in which plagiarism exists. All applications for funding submitted to CRDF Global will be thoroughly screened for plagiarism against a large number of sources including published research papers, books, conference abstracts, and websites. When plagiarism is detected, the program within CRDF Global that is overseeing the funding opportunity will determine the specific action to be taken. Actions taken may include, but are not limited to, a) informing the applicant that plagiarism has been discovered; b) excluding the applicant from the funding opportunity; c) informing the applicant's institution; d) informing reviewers; e) informing organizations collaborating with CRDF Global on the funding opportunity; f) barring the applicant from participation in future funding opportunities.

Confidentiality of Proposals and Applicant Information

CRDF Global assures the confidentiality of all proposals' material and will require all panelists and reviewers to respect the confidentiality of proposals. However, proposal authors should be aware that successful proposals will be treated as public information. Therefore, at the author's discretion, if there is specific information in the proposal that is business-confidential and not intended for public dissemination, it should be clearly labeled as such. Such passages will be withheld from public distribution if the proposal is successful.

Conflict of Interest

All participants in CRDF Global projects are expected to adhere to the highest ethical standards in all matters related to the project. For purposes of this policy:

"Conflict of Interest" means a family or other personal relationship, a business or financial interest, or any other relationship, interest or activity that: a) impairs (or might impair) a participant's objectivity in performing his/her obligations on the project; b) makes him/her unable to render impartial assistance or advice on the project; or c) gives him/her an unfair competitive advantage.

"Interest" means a relationship of any kind from which a person or organization derives (or might derive) pecuniary or in-kind benefits.

No participant may be involved in any decision regarding the obligation of project funds or the use or disposition of project resources if he/she knows, or reasonably should know, that such participation involves an actual or potential Conflict of Interest, or the appearance of such a Conflict of Interest. To implement this requirement, participants will:

1. Disclose promptly to CRDF Global any close family relationship or interest that may constitute or create a Conflict of Interest or the appearance of a Conflict of Interest;
2. Refrain from participating in, and from using his/her personal influence in connection with, decisions where such participation may involve a Conflict of Interest or the appearance of a Conflict of Interest except:
 - a. To provide information when requested, or
 - b. To provide information known to him/her indicating that a proposed or existing transaction could be contrary to this policy.
3. Refrain from dealing on behalf of CRDF Global with organizations or persons on transactions involving the obligation of project funds or the use or disposition of project resources except after full disclosure and with the express written authorization of CRDF Global.
4. For institutional participants, ensure, to the best of its abilities, that employees participating in the CRDF Global project comply with the requirements of this policy.

Participants shall monitor compliance with this policy on an ongoing basis and report any relationships or interests that might violate the provisions of this policy.

Participation of Administrative Superiors on Grants

For the purposes of this policy an "Administrative Superior" is defined as:

- An individual who has direct administrative authority over the Principal Investigator, and who works within the same division, laboratory, or unit as the Principal Investigator.
- Institutional leadership including university rectors/vice-rectors and institute directors/deputy directors.

It does not include other individuals of higher "rank" within the institution but who work outside the division, laboratory or unit of the Principal Investigator.

CRDF Global generally discourages the inclusion of an Administrative Superior in a grant proposal in any role for which individual financial support is requested. For an Administrative Superior to receive financial support, a written justification must be provided in the proposal. Both a detailed description of the anticipated contribution to the project and a justification of the proposed level of effort to be devoted to the activity by the Administrative Superior should be included. This written justification will be evaluated in the proposal review process. All projects recommended for funding that include support for an Administrative Superior will be assessed as to the reasonableness of the Administrative Superior's participation. CRDF Global may decline to support the Administrative Superior's participation or require that the proposed level of effort be modified. Participation of an Administrative Superior may require a signed certification by the Administrative Superior as to his/her commitment to the level of effort approved in the award.