

Life Sciences Discovery Fund Authority Confidentiality Policy

The Life Sciences Discovery Fund Authority (LSDF) receives and generates extensive amounts of financial, operational, technical, commercial, and other sensitive information in its grant-making processes. When working within the life sciences innovation community, it is essential that relationships of trust between the Fund and potential and actual grantees be established and that a reputation for fairness is maintained. To safeguard its reputation as a responsible decision-maker in the public interest, to protect its ability to gather and generate data necessary to make and administer grant awards and to enable it to effectively carry out its mission, LSDF has established the policy on confidentiality set forth below.

Members of the Board of Trustees (“trustees”), employees, expert reviewers and contractors engaged by LSDF (hereinafter jointly referred to as “reviewers”), and other LSDF designees shall not disclose to third-parties information (1) received from grant applicants or recipients as part of the grant-making process or (2) generated by trustees, employees and reviewers as part of the grant-making process. Such information is “Confidential Information”, unless it is already a matter of public record or disclosure is required by law. Confidential Information is to be used by LSDF trustees, employees, reviewers and designees solely for the purposes of performing their duties for LSDF and not for any personal purposes. The following general principles shall apply in interpreting this policy:

- Only the Board of Trustees or the Executive Director may authorize the disclosure of Confidential Information and determine, after consultation with legal counsel, what information must be disclosed in response to requests under the Public Disclosure Act or pursuant to lawful process.
- Materials provided to trustees, employees, reviewers and designees as part of the grant-making process, and all discussions that take place as part of the grant-making process outside of public meetings of the Board of Trustees, are deemed to be Confidential Information.
- The opinions or statements of individual Board members, employees, reviewers or designees expressed as part of the grant-making process and that are not a matter of public record are deemed to be Confidential Information.
- The decisions and deliberations of the LSDF Board of Trustees, employees, reviewers or designees made as part of the grant-making process and that are not a matter of public record are deemed to be Confidential Information.
- The nature or content of and identifiers associated with materials related to the LSDF grant-making process, including, but not limited to, letters of intent, grant pre-proposals and proposals, communications from expert reviewers, summaries of expert review activities, documents, correspondence, reports, records, data, databases, and analysis of such materials, regardless of their form, and whether prepared by the Board of Trustees, employees, reviewers or designees, are deemed to be Confidential Information.

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Life Sciences

DISCOVERY FUND

- Information regarding donors, donations, pending grants, awards, contracts and agreements entered into by LSDF, and the financial information and business records of LSDF related to the grant-making process are deemed to be Confidential Information.
- Confidential Information shall not be used by LSDF trustees, employees, reviewers or designees for personal benefit or for the personal benefit of any other individual or organization. In this regard, any general knowledge accruing to LSDF trustees, employees, reviewers or designees from learning more about a subject during the course of reviewing Confidential Information is not to be construed as a “personal benefit.”

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Life Sciences Discovery Fund Authority Confidentiality Certification

The Life Sciences Discovery Fund Authority (LSDF) Confidentiality Policy has been established to protect LSDF's ability to gather and generate data necessary to make and administer grant awards and to enable it to effectively carry out its mission.

In performing expert reviews on behalf of LSDF, or observing such reviews, you are subject to LSDF's policy regarding confidentiality. The policy is attached to this form for your review. You must sign this certification prior to performing or observing reviews.

Certification

I have read and understand the LSDF Confidentiality Policy. I agree to comply with the LSDF Confidentiality Policy. I will not divulge or use any Confidential Information, as defined within the policy that I may become aware of during my service or observation for any purpose other than providing expert review services to LSDF or observing the provision of such services.

Name (Please print) _____

Signature _____

Date _____

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