

Transcript – Confidentiality Statement & Employment Certification

Disclaimer: This transcript is NOT a certified transcript, and thus is not a legal document and is not for use in a court of law. The information contained within this document is for general information purposes.

Welcome to this video on IAR's Confidentiality Agreement and Employment Certification requirements. Before a reviewer is granted access to review meeting information, these two steps must be completed. This video demonstrates how you access and submit the Confidentiality Agreement as well as the Employment Certification form.

Given the sensitive nature of the information in grant applications, reviewers are required to electronically sign a confidentiality agreement, agreeing to keep the information confidential. In addition, policy bans federal lobbyists from serving as a reviewer, and as part of the Confidentiality Agreement, reviewers declare their lobbyist status.

Accessing the Confidentiality Agreement

Internet Assisted Review can be accessed using the link <https://public.era.nih.gov/iar>, or from the eRA Commons landing page. From eRA Commons, you select the Internet Assisted Review button on the landing screen. Or you click the menu icon in the upper left corner, and from the menu, select Internet Assisted Review. Either way, if you are accessing meeting information for the first time, the Confidentiality Statement link appears on the List of Meetings screen by clicking the three-dot ellipses icon in the Meeting column. The Confidentiality Statement must be signed one time for each meeting, regardless of the meeting phase.

Declaring Lobbyist Status

Clicking the Confidentiality Statement link opens the Confidentiality Agreement screen. The Office of Management and Budget policy bans the appointment of federally registered lobbyists to federal advisory committees and other boards and commissions. Therefore, reviewers are required to indicate whether they are lobbyists before being granted access to a meeting.

A lobbyist whose term falls within the dates of a review meeting cannot be granted access to the review meeting. You indicate your status as a lobbyist on the Confidentiality Statement screen by clicking the radio button, "I am a federally registered lobbyist, the meeting date falls within my term". Then click on the "I agree" button.

The verification screen provides a chance to confirm or cancel this designation. Select the Cancel button to return to the Confidentiality Agreement if you have accessed this screen in error and are NOT a lobbyist.

Select the Confirm button if you want to continue to confirm your status as a lobbyist. If you confirm your status as a federally registered lobbyist, you are denied access to the meeting, and you do not have the ability to reverse the status. If you have mistakenly designated yourself as a federally registered lobbyist, you must contact the eRA Service Desk for assistance.

Confidentiality Agreement

If you are not a lobbyist, select the radio button indicating “I am NOT a federally registered lobbyist”. Then read the confidentiality agreement and click the “I agree” button to confirm your understanding of the agreement. Once the agreement is signed, the Employment Certification screen is presented.

Employment Certification

Before accessing meeting information, reviewers must also complete the Employment Certification form.

The Employment Certification accommodates the Federal Advisory Committee Act (FACA) policy involving federal employees as reviewers.

If you are unable to complete the form at that time, next time you log into IAR, click the three-dot ellipses icon to open the action menu and select Employment Certification.

When the form opens, select one of the five options that specifies in what capacity you are serving as a reviewer.

Depending on the option selected, a blue text box may appear. Read the text so that you are aware of the certification language. Click the ‘I Certify’ button when done.

With both the Confidentiality Agreement and the Employment Certification completed, the three-dot ellipses icon in the Meeting column provides links that are appropriate for the phase of the meeting.

Note that the Employment Certification option is always available. This is for your convenience in case you accidentally select the wrong option, or if your employment status changes.

Resources

There are number of additional resources that are available to you for IAR if you need them.

- eRA Web Page for Reviewers:
<https://www.era.nih.gov/reviewers>
- Internet Assisted Review FAQs:
<https://www.era.nih.gov/faqs.htm#XIII>
- Two-Factor Authentication Web Page:
<https://www.era.nih.gov/register-accounts/access-era-modules-via-login-gov.htm>
- Navigating Internet Assisted Review (IAR) (videos):
<https://www.era.nih.gov/era-training/era-videos.htm#reviewers>
- Login.gov Instructions for Reviewers
<https://www.era.nih.gov/sites/default/files/Login.gov-instructions-reviewers.pdf>

If you need additional help with IAR, please contact the eRA Service Desk:
<https://www.era.nih.gov/need-help>

This concludes this video tutorial on IAR's Confidentiality Statement and the Employment Certification. We appreciate your service as a reviewer. Thank you for watching.