

### **Conflict of Interest Guidelines for NSSA Prize and Fellowship Selection Committees:**

A Selection Committee Member shall step off the Committee and be replaced when:

- 1 The Selection Committee Member is nominated for a prize or fellowship which is the subject of their Selection Committee.
- 2 A family member of the Selection Committee Member is nominated for a prize or fellowship which is the subject of their Selection Committee.

A Selection Committee Member shall declare a conflict of interest, and the nature of the conflict of interest to the Selection Committee Chair in the following circumstances:

- 1 The Selection Committee Member is a nominator of a particular nominee for a prize or fellowship which is the subject of their Selection Committee.
- 2 The Selection Committee Member has had a significant collaboration with a nominee for the prize or fellowship which is the subject of their Selection Committee, **within the last 4 years.**
- 3 The Selection Committee Member is, or has been, **within the last two years,** an employee of the organization which is, or was, the employer of the nominee for a prize or fellowship which is the subject of their Selection Committee. Instances in which a nominee or Selection Committee Member currently have or have had in the last two years, multiple affiliations which give rise to such potential conflict, will be considered on a case by case basis by the Selection Committee Chair, in consultation with the NSSA President.

The Selection Committee Chair will briefly discuss the conflict of interest and its nature to the rest of the Selection Committee as soon as possible, and preferably before the beginning of discussion on the merits of the nominees.

Under such circumstances, the selection committee member shall take part in the discussion of the merits of all the nominees, including the one in question, but shall not vote in any evaluation of the particular nominee with whom he or she has a declared conflict.

While these guidelines are intended to cover many situations wherein conflicts of interests will arise in the consideration for NSSA prizes and fellowships, they are not intended to be exhaustive. Special cases should be brought up by Selection Committee Members as appropriate, and will be considered and decided upon by the Selection Committee Chair in consultation with the NSSA President.