

## Guidelines for referees/panel members who assess applications for the Research Council of Norway

1. Referees/panel members who assess applications for the Research Council of Norway are required to read the "Guidelines on Impartiality and Confidence in the Research Council of Norway" (see link at [www.forskningsradet.no/referee](http://www.forskningsradet.no/referee)) and must agree to observe these guidelines to the best of their ability.

2. The following provisions on confidentiality apply to the assessment process:

Persons who, in the course of their work for the Research Council of Norway or in any elected capacity, are made aware of any other person's private circumstances, or of research, company or commercial secrets, are under obligation not to use, transfer or in any other way make available such knowledge to parties not entitled to receive it, and not to make use of it in their own future activities.

The declaration of confidentiality is applicable without limit of time, or until the Research Council of Norway has released the person concerned from this requirement.

The Research Council of Norway also points out that Section 13 paragraph 1 of the Public Administration Act applies to the activities of the Research Council. Breach of a declaration of confidentiality is a punishable offence and may lead to dismissal from a position or engagement with the Research Council.

3. The application material supplied may only be used in connection with the assessment process, and may not be copied or misused in any way. As soon as the assessment has been submitted, the material must be physically destroyed in a responsible manner.
4. The Research Council reserves the right to use the assessments to provide feedback to applicants. In accordance with Norwegian law, referee/panel assessments may no longer be considered exempt from public disclosure once such feedback has been sent out. This means that other interested parties have the right to see the assessment if they submit a request to do so. Before such access is granted, however, the Research Council is under obligation to exempt from public disclosure all information that is subject to duty to secrecy, and may also exempt all specific information relating to research ideas and the research project itself.

Following completion of application processing, a list of the names of the referees/panel members used to assess the applications for a given call for proposals will be published on the Research Council's website. The name of the referees/panel members involved in the assessment of a specific application (evt. of specific applications) will be supplied on request.

The Research Council wishes to point out that it maintains a database containing contact information about each individual referee, as well as his or her assessments.

The Research Council of Norway is the designated data controller for this information. This information is stored in order to provide us with an updated overview over all referees utilised by the Research Council. The information is only for internal use within our organisation, and each referee has full right of access to information pertaining to him or herself.