

Confidentiality and Nondisclosure Agreement

SECTION 1: GENERAL INFORMATION

Full Name:

Institution/Organization:

Role within the AASM Foundation:

SECTION 2: GENERAL CONFIDENTIALITY AND NONDISCLOSURE RULES

This agreement applies to all volunteers and consultants associated with and/or involved in the activities or affairs of the American Academy of Sleep Medicine Foundation (AASM Foundation). This includes all activity associated with AASM Foundation at its main office, all volunteer groups, and consulting arrangements. All data, materials, knowledge, and information generated through, originating from, or having to do with AASM Foundation or persons associated with our activities, including consultants, is to be considered privileged and confidential and is not to be disclosed to any outside parties. All pages, forms, information, designs, documents, printed matter, policies and procedures, conversations, messages (received or transmitted), resources, contacts, e-mail lists, e-mail messages, client, staff, or public information is confidential and the sole property of AASM Foundation. This also includes, but is not limited to, any information of, or relating to, our staff, programs, operations, and activities. This privilege extends to all forms and formats in which the information is maintained and stored, including, but not limited to hardcopy, photocopy, microform, automated and/or electronic form. AASM Foundation volunteers may not upload meeting materials (e.g., memos, reports), which are not already publicly available, into their own generative AI tools (e.g., ChatGPT, Microsoft Copilot, Claude Gemini), regardless of whether the AI tool is licensed. At volunteer group meetings, only AI transcription and notetaking tools initiated by AASM Foundation staff are allowed, such as those used to record, transcribe, and summarize meeting discussions (e.g., Zoom AI Companion). Any other AI notetaking tools (e.g. Otter AI, Fireflies.Ai), not initiated by AASM Foundation staff, are not allowed and will be promptly removed from the meeting. Any disclosure, misuse, copying or transmitting of any material, data or information, whether intentional or unintentional, will subject you to disciplinary action and/or prosecution, according to the procedures set by AASM Foundation and any applicable laws.

SECTION 3: REVIEWER CONFIDENTIALITY AND NONDISCLOSURE RULES

AASM Foundation program (includes research grants, training programs, and community programs) application review committee members must abide by rules related to the confidentiality of information disclosed during a review. These rules prohibit AASM Foundation reviewers from:

- Sharing applications, proposals, or meeting materials with anyone not officially designated to participate in the review meeting.
- Using generative AI tools (e.g. ChatGPT, Microsoft Copilot, Claude, Gemini) in reviewing or summarizing grant applications or letters of intent.
- Uploading applications, proposals, applicant personal protected information, or review meeting materials to generative AI tools.

- Granting anyone not officially designated to participate in the review process access to any AASM Foundation secure computer system or review committee meeting using his or her password or credentials, or through shared communication.
- Disclosing information about review committee deliberations, discussions, evaluations, or documents to anyone not officially designated to participate in the review meeting.
- Using AI notetaking tools (e.g. Otter AI, Fireflies.Ai) during review committee deliberations and discussions.
- Disclosing information about the review committee deliberations, discussions, or evaluations related to an application or proposal to another member who has declared a real or apparent conflict of interest with that application or proposal.
- Using information contained in an application or proposal for his/her personal benefit or for the personal benefit of another individual or organization.
- Contacting an applicant organization or individual listed on an application for additional information about the project or application.
- Participating in AASM Foundation program application review without signing this agreement.

The AASM Foundation may take steps in response to a violation of the above rules. Depending on the specific circumstances, such steps may include but are not be limited to:

- Terminating a reviewer’s service.
- Barring a reviewer from applying to or being listed as key personnel on an AASM Foundation program application for 3 years.
- Notifying the reviewer’s institution of the violation.

SECTION 4: CERTIFICATION

I certify that I have read, and understand, the information in the “AASM Foundation Confidentiality and Nondisclosure Agreement.” I certify that I fully understand the confidential nature of the AASM Foundation operations and review process and agree to:

1. Adhere to my responsibilities as a Board member, volunteer, and/or consultant.
2. Destroy, delete, and/or return all materials related to applications or proposals, associated materials made available to reviewers, information and materials related to the recruitment process and reviews, reviewers' evaluations, and discussions during review meetings.
3. Not grant anyone not officially designated to participate in the review meeting access to any AASM Foundation secure computer system or review materials.
4. Not disclose or discuss the applications or proposals, associated materials made available to reviewers, information and materials related to the recruitment process and reviews, reviewers' evaluations, and discussions during review meetings with any other individual except as authorized by the AASM Foundation.
5. Not disclose information about the committee deliberations, discussions, or evaluations related to an application or proposal to another member who has declared a real or apparent conflict of interest with that application or proposal.

6. Not use information contained in an application or proposal for my personal benefit or for the personal benefit of another individual or organization.
7. Refer all inquiries concerning the recruitment or review process to the Chair or other designated AASM Foundation staff member or officer.

Signature: _____ Date: [Click or tap to enter a date.](#)

Replace Empty Signature Line with Checked Box Here to represent an Electronic Signature: