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Date: Sunday, July 6, 2025 at 3:05 PM
To: ADSI-review <ADSI-review@mail.nih.gov>
Subject: Autism Data Science Initiative (ADSI): Potential Reviewer - Conflict of Interest and Confidentiality (due by 7/9/25)

[EXTERNAL EMAIL]

Hello,

Thank you for agreeing to serve as a reviewer for the Research Opportunity Announcement ([OTA-25-006](#)): *Autism Data Science Initiative*. Please be aware that reviewers will be assigned based on the verified area(s) of expertise and its alignment with the proposal's scientific focus area(s). Also, a small number of reviewers will be designated as "back-up reviewers" capable of accepting 1-2 applications assignments.

Before applications can be assigned and access to NIH Box accounts (non-federal reviewers) and NIH Teams accounts (federal reviewers) can be given, a Conflict of Interest (COI) check must be completed by the potential reviewers. Given the tight timeline for this review, **please complete the COI documentation described below and send back as soon as possible (asap)**. We appreciate your prompt attention as this will facilitate the ADSI Review team making assignments and providing access to applications.

Attached you will find:

- "ADSI Pre-Review COI Form" - Confidentiality and personal, professional, and financial COI Certification (MS Word document).
- "2025 ADSI OT Decision Tree for Evaluating Potential COIs" - Decision tree for evaluating potential conflicts of interest (MS PowerPoint file).
- "Key Personnel ADSI OTA25-006" - Personnel list from all eligible applications received (MS Excel file).

You will gain access to your assigned applications no later than July 9th to complete your reviews and critiques by July 23rd. To expedite the COI process, please follow the instructions provided below and reach out to the ADSI Review team (adsi-review@mail.nih.gov) as soon as possible if you have questions about a real or perceived personal, professional and/or financial conflict.

1. Review the "2025 ADSI OT Decision Tree for Evaluating Potential COIs".
2. Using this document as your guide, identify and mark your COIs in the attached "Key Personnel ADSI OTA25-006".
 - a. Mark your real and/or perceived COIs with a "Y" in the first column.
 - b. Remember to save this updated document, adding your Last Name-First Name to the file name.

3. Sign the “ADSI Pre-Review COI Form”, certifying that you have identified your COIs and have your organization, agency and/or NIH ICO’s permission to serve as a reviewer.

a. Remember to save this updated document, adding your Last Name-First Name to the file name.

4. Email the updated “Key Personnel ADSI OTA25-006_Last Name-First Name” **and** signed “ADSI Pre-Review COI Form_Last Name-First Name” to NIH staff by hitting “reply all”.

Finally, I strongly encourage you to discuss service as an ADSI reviewer with your supervisor and designated Ethics Officer as a first step. This is because some organizations, agencies and NIH ICOs may opt to employ more stringent requirements for employees serving as a reviewer and/or may play a crucial role should a waiver be necessary.

If you have any questions regarding this process, please reach out to the ADSI Review team (adsi-review@mail.nih.gov) ASAP.

All the best,

ADSI Review team

Division of Program Coordination, Planning, and Strategic Initiatives
Office of the Director, NIH

(e): adsi-review@mail.nih.gov

3 attachments

 **2025 ADSI OT Decision Tree for Evaluating Potential COIs.pptx**
62K

 **ADSI Pre-Review COI Form.docx**
32K

 **Key Personnel ADSI OTA25-006.xlsx**
126K