



# GUIDELINES, ETHICS, AND RESPONSIBILITIES FOR PROPOSAL REVIEWERS

## EMDRIA VIRTUAL CONFERENCE 2022

All the Proposal Reviewers must agree to adhere to the following:

- **Contribution to EMDRIA:**

Reviewers will provide an assessment for each submission assigned, based on the Rating System provided for each category of submission (Standard, Innovative, Research). Comments are encouraged to highlight any particular strengths or concerns in a way that is fair, honest, and unbiased.

- **Conflict of Interest:**

Reviewers should ensure to declare all potential competing or conflicting interests. If a reviewer is unsure about a potential competing interest that may affect the review process, he/she/they should communicate this to EMDRIA staff as soon as possible. Reviewers will recuse themselves if they discover they are reviewing a proposal submitted by someone they have a business or personal relationship with or other potential conflict. Reviewers should remain unbiased throughout the review process about the authors' gender, race, sex, religious belief, citizenship, political philosophy, ethnic origin, professional affiliation, and/or any other factors.

- **Timeliness:**

Reviewers should complete the review process in compliance with the timeline provided.

- **Confidentiality:**

Reviewers will respect the confidentiality of the review process and refrain from using information obtained during the review process for their own or another's advantage or disadvantage. Reviewers will not use the information obtained through the review process to discredit others.

- **Accountability:**

Designated reviewer should be the only one to complete their assigned review. Reviewers must not delegate the authority of reviewing to any other person.