

Kidscan Committee Members

Conflicts of Interest Policy

1) General

- a) This policy relates to the Kidscan scientific committee, its chair and members. A separate conflict of interest policy applies to Kidscan's external reviewers.
- b) The purpose of this document is to minimise the potential for conflicts of interest arising and to protect Kidscan and those who work for it from any perception, real or otherwise, that the external interests and affiliations of its committee members might interfere with their ability to work towards the furtherance of Kidscan's objectives.
- c) Committee members should be aware that the role of reviewer's groups is advisory. As part of its commitment to impartiality and the integrity of the review process, Kidscan has set down this code of conduct.
- d) Kidscan makes every effort to ensure that its funding decisions are fair, objective and transparent.

2) Discussion of proposals

- a) Details of applications, meeting papers and related correspondence and the names of external referees are strictly confidential and should not be discussed with persons outside the review process.
- b) Discussions of a proposal between members of the scientific committee, which occur outside a committee meeting, or through online discussion, should be declared to the chair of the committee and the scientific director.
- c) If a committee member is approached by an applicant for technical advice on an application, he or she may provide advice, but must report this to the committee chair and scientific director. They may subsequently be asked to absent themselves from a discussion of the application concerned.

3) Managing conflicts of interests

- a) Where a panel member is an applicant or co-applicant on a grant application, he or she must declare an interest and withdraw from any consideration of that application. That member will not receive documents pertaining to the application, or receive its referees' reports. He or she must retire from any face to face meeting when the application is assessed, or be exempt from any online discussions pertaining to the application. Details from discussions of the application will be removed from any documentation to be seen by that member.
- b) Where the chair of the panel is an applicant or co-applicant on a grant application, he or she must declare an interest and should not be involved in that round of meetings. A vice chair will chair any face to face meeting to prevent any undue influence.

4) Resolution conflicts of interest

- a) Kidscan recognises that the majority of conflicts or potential conflicts will relate to a particular issue and as such will not present any long term restrictions on an individual's ability to work for Kidscan or to sit on its committees.

- b) In a small number of cases, major conflicts of interest may arise which compromise an individual's ability to continue in their position within Kidscan. Where such a situation relates to a member of the scientific committee, the matter will be discussed by the chair of the committee together with the scientific director. In cases where agreement cannot be reached through this means, the case will be referred to the scientific committee as a whole, whose decision should be taken as final.
- c) Members of the scientific committees are expected to declare any potential conflicts of interest relating to individual funding decisions to the scientific director before the meeting wherein they will be discussed, or during the meeting as soon as the existence of a conflict becomes apparent.
- d) In cases where an individual is uncertain as to whether a conflict of interest exists or not, they should report this to the scientific director. The scientific director shall discuss the matter with the individual as necessary and report to the Chair, who will decide on a course of action.
- e) If an individual is concerned about a possible conflict of interest involving another member of a funding panel, then he or she should raise the matter with the chair of the scientific committee and the scientific director.

5) Updating the policy

- a) The charity will endeavour to review this policy, if necessary, every two years, in consultation with the board of Trustees.