

**My Name'5 Doddie Foundation, Research Review Committee (RRC) - Conflict of Interest and Confidentiality Policy**

My Name'5 Doddie Foundation RRC is governed by guidelines and principles which are outlined in this document.

**1. Code of Practice**

All members of the RRC must actively adhere to and provide written confirmation that they acknowledge and have understood this Conflict of Interest and Confidentiality Policy on an annual basis.

The Foundation's Research Team will endeavour to identify all potential conflicts of interest prior to allocation of applications to RRC members and will notify all RRC members of their conflicts in advance of the meeting.

The aim of circulating conflicts in advance is to give RRC members an opportunity to discuss any conflicts of interest that they believe to be incorrect before the RRC meeting. Any disputes about the conflicts of interest identified must be raised with the Research Team no later than 2 weeks after this list is circulated.

Members must disclose any additional conflicts of interest (not identified by the Research Team) in advance of the RRC meeting at which the application in question is to be considered, or as soon as the member's interest in the application becomes apparent.

Any declaration of interest in a grant application by an RRC member shall be recorded in the minutes of the relevant meeting. Where a conflict of interest exists, the RRC member will not have access to any of the documentation for that application, nor will they be permitted to participate in the discussion, scoring or final outcome of the application. The RRC member will be required to leave the meeting while discussion and scoring takes place.

An RRC member may attend and participate in a meeting when a grant application they have submitted is to be considered. Any such member shall, however, be required to leave the meeting during the consideration of their grant application and shall not participate in the scoring or final outcome of their application.

The Chair of the RRC shall be subject to the same Code of Practice. If they have made an application that will be reviewed or discussed at a meeting, the Vice Chair will take over Chairing responsibility for the entire meeting and the Chair will be required to leave the meeting during consideration of their application.

## **2. Conflicts of interest**

Personal interests of RRC members must never influence, or be seen to influence, the outcome of a funding decision. My Name's Doddie Foundation considers a conflict of interest exists where an RRC member:

- is from the same institution as any of the applicants and may interact with the applicant(s) in the course of their duties at the institution;
- is collaborating with or planning to collaborate with any of the applicants;
- has been involved in the development of the proposal, at any stage of its preparation;
- has been a student or supervisor of any of the applicants within the last five years;
- is a close personal friend or relative of any of the applicants;
- have had long-standing scientific or personal differences with any applicants;
- has an existing business or professional partnership with any of the applicants;
- would gain or lose from a funding decision or feels they cannot make an objective review of the application for reasons not already outlined here.

If an RRC member has any of these conflicts of interest, they must notify the Foundation Executive in a timely manner. If RRC members are unsure of a potential conflict of interest, they should contact the Foundation to discuss the potential conflict.

## **3. Confidentiality**

RRC members agree to not disclose any confidential information with any third parties. Confidential information may include (but is not limited to) information provided in research grant applications and progress reports, committee funding recommendations, information provided by peer reviewers, and any discussions about the Foundation's strategy, active portfolio or funding decisions.

Any materials provided by the Foundation (including electronic and paper copies) are done so in confidence and must be appropriately destroyed after the corresponding meeting or when the materials are no longer required. The Foundation should be notified of any possible breach of confidentiality as soon as possible.