

# **Conflict of interest and confidentiality policy**

## **Research Awards Panel and peer review**

### **1. Your potential conflicts of interest**

Being a member of Coeliac UK's Research Awards Panel and / or conducting a review for Coeliac UK requires that you are aware of potential conflict of interest scenarios that may arise. Please read the examples of potentially biasing affiliations or relationships listed below. Should any conflict arise during the review process, you must bring the matter to the attention of the Research Awards Panel (RAP) member who asked you to serve as a reviewer or the Chair of the RAP as applicable. You will then be advised on how to proceed. If the Chair of the RAP has a conflict of interest this must be brought to the attention of the Chair of the Research Strategy Board

### **2. No use of "Insider" information**

If your designation gives you access to information not generally available to the public, you must not use that information for your personal benefit or make it available for the personal benefit of any other individual or the commercial benefit of any other person or organisation. Nothing you say or do must compromise the IP integrity of the application/programme. The information you review may be used in subsequent filings, to patent intellectual property by the investigators. You are assessing this information in a privileged, confidential, non-public manner that does not constitute a prior disclosure. You must do nothing which would compromise the privileged status of this information with respect to potential future patent (or other) filings to protect the intellectual property. This is to be distinguished from the entirely appropriate general benefit of learning more about the charity, learning from other panel members, or becoming better acquainted with the state of a given discipline.

### **3. Your obligation to maintain confidentiality**

Coeliac UK and its Research Awards Panel reviews funded research and applications in confidence and protects the confidentiality of their contents. For this reason, you must not copy, quote, or otherwise use or disclose to anyone, including your graduate students, post-doctoral or research associates, or commercial collaborators/partners, any unpublished material from any research/application you are asked to review. In reviewing applications, you must keep confidential the name and affiliation of the applicant and the evaluation that you and others provide. It is possible that meritorious applications cannot be funded due to available budget. If you believe a colleague can make a substantial contribution to the review, please obtain permission from the relevant member of the Research Awards Panel before disclosing either the contents of the proposal or the name of any applicant or principal investigator.

### **4. Confidentiality of the Review Process and Reviewer Identity**

Your engagement as a Reviewer will be confidential. Please respect the confidentiality of all principal investigators and of other reviewers. Do not disclose their identities, the relative assessments or rankings of proposals by the Research Awards Panel or other details about the peer review of proposals.

### **5. Members of the Research Awards Panel (RAP)**

Ideally members of the RAP should not be from the same institution, where unavoidable, no more than two people from the same institution should be on the Panel. Members of the RAP may apply for research grants but will be excluded from the review and discussions of their application. The Chair of the RAP is not eligible to apply for research grants from the charity.

## 6. Data protection notice

Personal data may be collected by Coeliac UK, in the context of your engagement as a Reviewer / member of the RAP. By providing us with such information you are confirming that Coeliac UK has a legitimate interest to process such data and contact you by post, email or phone for purposes reasonably incidental to your activities as a Reviewer / member of the RAP. For more information, please see our Privacy Policy at <https://www.coeliac.org.uk/privacy-policy/>.

## As a reviewer / member of the RAP for Coeliac UK, please consider these examples of possible conflicts of interest.

### 1. Your affiliations with an applicant institution.

You may have a conflict if you have/hold/are:

- *Current employment at the institution as a professor, adjunct professor, visiting professor, or similar position.*
- *Other current employment with the institution (such as consulting or an advisory arrangement).*
- *Previous employment with the institution within the last 12 months.*
- *Being considered for employment at the institution.*
- *Formal or informal re-employment arrangement with the institution.*
- *Ownership of securities of firms involved in the proposal or application.*
- *Current membership on a visiting committee or similar body at the institution. (This is a conflict only for proposals or applications that originate from the department, school, or facility that the visiting committee or similar body advises.)*
- *Any office, governing board membership, or relevant committee chairpersonship in the institution. (Ordinary membership in a professional society or association is not considered an office.)*
- *Current enrolment as a student. (Only a conflict for proposals or applications that originate from the department or school in which one is a student.)*
- Received and retained an honorarium or award from the institution within the last 12 months.

### 2. Your relationship with an investigator, project director, or other person who has a personal interest in the proposal or other application.

- Known family relationship as spouse, child, sibling, or parent.
- *Business or professional partnership.*
- Past or present association as thesis advisor or thesis student.
- Collaboration on a project or on a book, article, report, or paper within the last 48 months.
- Co-editing of a journal, compendium, or conference proceedings within the last 24 months.

### 3. Your other affiliations or relationships.

- Interests of the following persons are to be treated as if they were yours: Any affiliation or relationship of your spouse, of your minor child, of a relative living in your immediate household or of anyone who is legally your partner that you are aware of, *that would be covered by any italicised items above.*
- Other relationship, such as close personal friendship, that you think might tend to

affect your judgment or be seen as doing so by a reasonable person familiar with the relationship.

**4. Learned relationship**

- Interests or association (eg advisor, collaborator, founder, panel/board member) with a collaborating company on the award or with a competing company in this field
- Any matters or communications with a company (eg spin-out or start-up) that could be perceived as benefiting from the information disclosed in the review

I have read this document and understand fully what I am undertaking and if appropriate will declare any conflict of interest:

**Name:**

**Signed:**

**Date:**