

Confidentiality and Conflicts of Interest Policy for Research Awards Pool (RAP) Panel members



All members of the RAP must sign and adhere to this Confidentiality and Conflicts of Interest Policy. We expect RAP members to act with honesty and professional integrity to support our rigorous and impartial peer review process.

- All application forms, peer reviews, Panel member comments and other documents, materials and associated information and scores made available to Panel members during the awards adjudication process must be treated as strictly confidential and shall not be shared, disclosed to or discussed with any other parties.
- The names of any applicants and external referees are strictly confidential and should not be discussed with persons outside of the adjudication process.
- Panel members shall declare any known Conflicts of Interest (definition below) to Stroke Association research staff in advance of the grant application deadline by emailing research@stroke.org.uk.
- Once in receipt of applications and review documents, Panel members must take responsibility to disclose any additional Conflicts of Interest or potential Conflicts of Interest (not identified by Stroke Association research staff) as soon as such conflict of interest becomes known.
- Any declaration of interest in a grant application by an RAP member shall be duly recorded in the minutes and records of the relevant Panel meeting.
- Discussions of an application between members of the Panel which occur outside of the meeting should be declared to the Chair.
- Discussion of applications with other Panel members may only take place during the designated meeting time as permitted by the Chair of the meeting, until the close of such meeting.
- No further discussion or debate of individual applications shall be entered into with other Panel members, Stroke Association research staff or any other external party once the Chair of the Panel has closed the meeting.
- All comments provided during the Panel meeting shall be verified with Stroke Association research staff upon request for the purpose of providing feedback to the applicants.

- Under no circumstances should any personal use be made of any information, documents and other materials made available as part of the award adjudication process.

Definition of a Conflict of Interest:

The Stroke Association considers a Panel member to have a Conflict of Interest under the following circumstances:

- The Panel member is a named party on the grant application, either as applicant, co-applicant, collaborator, reference or named on a support letter, nominating manager, supervisor or the Head of Department.
- The Panel member has a recent collaboration with any of the grant applicants. This includes the following: a grant application, a jointly funded grant, publication in the same field as the proposal or any other active working collaboration in stroke research or the subject of the application in question during the last five years.
- The Panel member has a personal relationship with any of the named parties on a grant application, such as partner, family member or close friendship.
- The Panel member is at the same Research Institute as the lead applicant or, co-applicant of the grant application.
- The Panel member is in the same research department as a named collaborator or referee on an application.

A declaration of a Conflict of Interest will be verified by the Research team at the Stroke Association, and if confirmed, the appropriate management of this Conflict of Interest will follow.

The Head of Research Awards will resolve and make the final decision over any disagreement or dispute related to the definition and presence of a Conflict of Interest.

1.1 Acceptance

I confirm I agree to abide by this Code of Practice and Confidentiality and Conflicts of Interest Policy for the Research Awards Pool.

Position and Research Institute.....

Print Name.....

Signed..... Date.....