



# Code of Conduct

Code of Conduct for scientific advisors, external referees, applicants and charity and support scheme staff.

Details of research applications and related correspondence, Steering Committee meetings papers, and the identity of external referees are strictly confidential and must be kept secure and not disseminated to or discussed with others outside the review process.

Committee members and external referees can expect that their comments will be treated in confidence by Support Scheme staff. Applicants can expect that Support Scheme staff will not disclose details of their applications to those outside the review process.

When we inform applicants of the outcome of their applications, we provide anonymous versions of referees' comments, and may also summarise the conclusion reached by the External Panel or Steering Committee. Information that might identify the comments of individual Panel or Committee members or referees is never revealed.

It is our policy to let external referees know the final outcome of applications they have reviewed after we have communicated decisions to applicants. Referees agree to treat all details of applications and their outcomes as confidential.

Steering Committee and external panel members are required to complete a conflict of interest declaration when they become a member of the committee or panel, and annually thereafter, in which they must declare any interests which may potentially cause a conflict in the course of fulfilling their duties and responsibilities as a committee member. No Committee member with a conflict of interest with a particular application may participate in the review of that application. As a result, members who have an application under consideration will not receive any of the reviewers' comments on that application and shall absent themselves from the room when that application is up for review. In cases where the potential for conflict is uncertain, the Chair of the Steering Committee shall judge whether the individual should be excluded from the discussions.

Applicants should not, under any circumstances, directly approach members of the Steering Committee in connection with their (or another's) research application.

Committee members should refuse any requests for information or feedback from applicants on how a particular judgement was reached.