



# Code of Conduct

**Code of Conduct for scientific advisors, external peer reviewers, applicants and charity staff.**

Details of research applications and related correspondence, Scientific Advisory Board (SAB) meetings papers, and the identity of external peer reviewers are strictly confidential and must be kept secure and not disseminated to or discussed with others outside the review process.

SAB members and external peer reviewers can expect that their comments will be treated in confidence by BBS staff. Applicants can expect that BBS 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 peer review comments, and may also summarise the conclusion reached by the External Panel or SAB Members. Information that might identify the comments of individual Panel or SAB members or peer reviewers is never revealed.

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

SAB and panel members are required to complete a conflict of interest declaration when they become a member of the SAB 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 SAB 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 SAB shall judge whether the individual should be excluded from the discussions.

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

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