



CODE OF CONDUCT and DECLARATION OF CONFLICT OF INTEREST for Members of the APEX INTERNATIONAL PEER REVIEW PANEL (IPRP)

April 2018

The purpose of this declaration is to discover any pecuniary or professional interest of a reviewer of the APEX international peer review panel which is in conflict, has the potential to be in conflict, or might be perceived to be in conflict with their role as a member of the IPRP.

A declaration will be sought from each reviewer prior to granting access to their allocated proposals. These documents will remain as a permanent record in APC records.

CODE OF CONDUCT

The APEX international peer reviewers shall:

- carry out their functions with integrity, independence, honesty and good faith.
- declare all conflicts of interest (Table 1) and where a reviewer is unsure as to whether or not a conflict of interest exists, he/she should discuss the matter with the APEX project manager.
- ensure that appropriate care is taken to guarantee the confidentiality and security of sensitive information and/or documents, whether in paper or electronic form;
- not use their position as a reviewer for personal profit, gain or advantage;
- after ceasing to be a reviewer, not make use of any information obtained in their capacity as a reviewer that is not generally available to the public, in order to derive therefrom a benefit or advantage for themselves or that of any family member;
- sign a Confidentiality clause, which requires all reviewers and members of all other selection committees to keep strict confidentiality with respect to the evaluation process, applicants and proposals. Under no circumstance may any member of any selection committee attempt to contact an applicant on his/her own accord, either during the evaluation or afterwards. Confidentiality rules must be adhered to at all times before, during and after the evaluation.

CONFLICT OF INTEREST

APC requires all Members engaged by the APC for the purpose of an evaluation review, to abide by the Conflict of Interest Rules of the APC.

Potential reviewers will be initially provided with the name of the applicant, the potential supervisor and industry partner listed in the proposal. Based on this information, the potential reviewer must check for a Conflict of Interest.

A Member shall be considered to have a real conflict of interest when he/she holds a personal interest, whether direct or indirect, of which he/she is aware and which in the opinion of a reasonably informed and well-advised person is sufficient to put into question the independence, impartiality, and objectiveness that the said Member is obliged to exercise in the performance of his/her duties.

A Member should be aware that s/he may have a perceived conflict of interest when he/she appears to have, in the opinion of a reasonably informed and well advised person, a personal interest, whether direct or indirect, that is sufficient to put into question the independence, impartiality, and objectiveness that the said Member is obliged to exercise in the performance of his/her duties.

DECLARATION OF CONFLICT OF INTEREST

The description of what constitutes a (Potential) Conflict of Interest is outlined in table 1.

Table 1. Conflict of Interest for the APEX programme.

Conflict of Interest exists if a reviewer:	Potential Conflict of Interest exists if a reviewer:
<ul style="list-style-type: none"> • was involved in the preparation of a proposal • benefits directly or indirectly if a proposal is accepted • has a close family or personal relationship with any person representing an applicant • is a director, trustee or partner or is in any way involved in the management of an applicant • is employed or contracted by one of the applicants or any named subcontractors. Such an expert may, however, exceptionally be invited to take part in the evaluation session, if all of the following apply: <ul style="list-style-type: none"> - the expert works in a different department/laboratory/institute from where the action is to be carried out - the bodies operate with a high degree of autonomy and - such a role is justified by the need to appoint the best available experts and by the limited size of the pool of experts (and this is documented) 	<ul style="list-style-type: none"> • is employed or was employed by one of the applicants in the last 5 years • is involved in a contract or grant agreement, membership of management structures (e.g. member of management or advisory board etc.) or research collaboration with an applicant or a fellow • is in any other situation that could cast doubt on their ability to participate in the evaluation of the proposal impartially (or that could reasonably appear to do so in the eyes of an external third party).

DECLARATION:

Iacknowledge that my attention has been drawn to the above Code of Conduct and Declaration of Conflict of Interest for the **APEX International Peer Review Panel** attached to this form, and I agree to abide by those principles. I declare the following interests:

Company/Organisation	Nature of Interest

Signature:

Date: