

1 Conflict of Interest (COI)

- 1.1 NMRC is committed to a fair and transparent system of review, and in dealing with conflict of interest issues.
- 1.2 A conflict of interest in scientific peer review exists when a reviewer has real, potential or perceived, direct or indirect competing interest in a grant proposal that is likely to bias his or her evaluation of it.
- 1.3 All LRP chairpersons, members and ad-hoc members are required to declare their interest when (i) asked to review Proposals (during the primary / secondary reviewer assignments) or (ii) when asked to participate at the LRP meeting.
- 1.4 Reviewers are to declare upfront to NMRC all relationships or possible conflicts that if became known could be perceived to affect their judgement.

1.5 **Major COI**

A **major** conflict of interest is grounds for the individual to not have any connection with a Proposal. The individual with this level of conflict of interest will not take part in any decision-making relating to the Proposal, and will absent themselves from the room when the Proposal or information is being discussed.

Following are the **major** COI:

- a) Involvement in the application as PI, Co-Investigator or collaborator
- b) Reviewer has a primary appointment in the same department or research programme as the PI
- c) Involvement due to personal financial interest in the outcome of the grant process
- d) Involvement due to a close personal / family relationship
- e) Long-standing dispute between the reviewer and the PI
- f) Reviewer currently directly reports to or is supervisor of the PI

1.6 **Potential COI**

A minor conflict of interest is not so material that they should deprive the panel of the individual's expertise and knowledge. They must, however, be stated up front and will be recorded to NMRC and the LRP chairpersons, who will note and monitor the ongoing relevance of this conflict of interest and exclude the reviewer if so required.

Following are the potential COI:

- a) Reviewer has been a student or supervisor within the last 3 years
- b) Reviewer has collaborated or has been co-funded with the applicant within the last-3 years

- 1.7 Specific declaration forms will be used at different occasions as advised by NMRC.

2 Confidentiality and Non-Disclosure

- 2.1 The Proposals and associated materials made available to reviewers and LRP members, as well as discussions that take place during review meetings are strictly confidential and must not be disclosed to or discussed with anyone who has not been officially designated to participate in the review process. This includes the identity of the LRP members and the reviewers of the Proposals.
- 2.2 In addition, disclosure of results of the LRP information prior to the official announcement by NMRC to the applicants is prohibited.
- 2.3 Specific declaration forms may be used at different occasions as advised by NMRC.