

## **Annex 9: Good practice and conflict of interest policy**

This code applies to the external reviewers, the Evaluation Committee and the Steering Committee.

### **Conflict of interest**

An important aspect of this code is the avoidance of any conflicts between personal interests and the interests of the applicants. A conflict of interest might arise, for example, if there is or has been a close working relationship, financial or personal connections with any individual(s) in the academic department(s) or organisation from which a proposal originates. Such interests may be indirect and relate to immediate family members or any other persons living in the same household as the reviewer.

### **Definition of the conflict of interest.**

A conflict of interest may include the following:

- Relatives, personal ties or conflicts;
- Close scientific collaboration, e.g. implementation of joint projects or joint publications within the past 5 years (e.g., have co-authored and published an article with the applicant during the past three years, have been involved in the preparation of the application, or are involved in the publication or exploitation of the results);
- Direct scientific competition with personal projects or plans;
- Close proximity, e.g. member of the same scientific institution with a hierarchical or department relation or impending change of the reviewer/rapporteur to the institution of the applicant in a position with a hierarchical or department relation or vice versa;
- Teacher/student relationship, unless independent scientific activity of more than 10 years exists;
- Dependent relationship in employment during the past 5 years;
- Participation in ongoing or recently concluded professional appointment proceedings;
- Current or prior (past 5 years) activity in advisory bodies of the applicant's institution, e.g. scientific advisory boards;
- Direct or indirect benefits directly if the proposal is accepted
- Personal economic interests in the funding decision;

### **Rules for the prevention of conflict of interest**

Reviewers and Evaluation Committee members should confirm there is no conflict of interest for each proposal he/she is evaluating by signing a declaration in the electronic evaluation system.

*Reviewers* must be independent experts, and should not be used in case of a conflict of interest. Evaluation Committee members and Steering Committee members must leave the room during the discussion of a proposal in case of a possible conflict of interest. Reviewers and Committee members may not apply for a project in the call.

### **Confidentiality**

All submitted proposals, the correspondence forwarded to you, the reviews and the identity of the reviewers must be treated confidentially. They must not be revealed to third parties. Therefore, the responsibilities of a reviewer may only be undertaken personally and may not be delegated to third parties. The scientific content of the proposal may not be exploited for personal or other scientific purposes. Furthermore, a reviewer should not identify himself/herself to the applicant or any third party.

I, hereby agree with the good practice and conflict of interest policy.

Name of expert:

Date:

Signature: