

# Research code of conduct policy

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## Research Code of Conduct

*Research Advisory Panel members for the Grace Kelly Childhood Cancer Trust (GKCCT) should operate according to this code of conduct that lays out how members should behave.*

*For more information on declaring vested interests, please see the research conflicts of interest policy.*

### Grant review – Code of conduct

The GKCCT aims to ensure that research proposals are assessed objectively and impartially. Review of proposals by our Research Advisory Panel is an essential element of the decision-making process. The charity relies heavily on the willingness of our panel members to participate in this process, and we greatly appreciate their willingness to do so.

Members should be aware that the role of the research panel is advisory. As part of its commitment to impartiality and the integrity of the review process, the GKCCT has detailed our Code of Conduct below.

If the Trust has reason to believe that a member of a research advisory panel has breached this Code of Conduct, then he or she may be asked to step down as a reviewer, Board member or Strategic Advisor.

### Code of conduct

As a condition of participation, reviewers agree that documents and correspondence relating to applications for funds and funding are strictly confidential and therefore:

- Should not be discussed with anyone else during review, or either before or after the Research Advisory Panel meeting.
- 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.
- Feedback to candidates (successful or unsuccessful) will be provided by the GKCCT alone, to avoid confusion. Research advisory panel members should not, under any circumstances, provide feedback directly to the applicants.
- Any printouts should be kept secure and disposed of securely after the decision has been reached.
- All conflicts of interest must be declared (see conflict of interest policy).

- Reviewers have a right to expect that their comments will be treated in confidence by the staff within the charity, the board of Trustees and other members of the Research Advisory Panel.
- Grant applicants will receive anonymised feedback from the reviewers.
- While membership of the Research Advisory Panel will be publicly available, the identity of reviewers in relation to specific grants will be kept private.
- Applicants should not, under any circumstances, directly approach members of the Trust's Research Advisory Panel in connection with their (or another's) research application.
- Panel members should refuse any requests for information or feedback from applicants on how a particular judgement was reached.