

# Reviewer Conflict of Interest Policy

## 1. Role and Scope of the Policy

Action for Pulmonary Fibrosis (APF) is guided by the Association of Medical Research Charities' (AMRC) principles of peer review: accountability, balance, independence, rotation and impartiality.

As an external reviewer, you are being asked to provide independent and impartial advice without undue influence from other factors. Therefore, we ask that you agree to abide by the terms of this conflict of interest policy, prior to reviewing any funding applications.

This conflict of interest policy clearly articulates the type of conflicts that may arise in research funding, and specifies the actions you must take if you identify a conflict of interest, or think you may have a conflict of interest. The presumption is not that your actions will be influenced by any conflict of interest, but rather whether public perception could reasonably consider this a possibility.

## 2. Confidentiality

The contents of the application must remain confidential and may not be reproduced, stored or disseminated for any purposes beyond the review process. You may not discuss the content of applications with peers or the applicants themselves. Applicants should not approach you during the review process regarding their application – all correspondence will occur through the APF administrative process.

## 3. Disclosure of Conflict of Interest

You must disclose a conflict of interest if **any** of the following statements apply:

- a) You work within the same department as the applicant.
- b) You interact regularly with the applicant in a professional or personal capacity.
- c) You have been a co-applicant with the applicant, within the last three years.
- d) You have been a student or supervisor of the applicant within the last three years.
- e) You are a close friend or relative of the applicant.
- f) You have a long-standing scientific or personal difference with the applicant.
- g) You are in a position to gain or lose financially from the outcome of the application (eg holding stock in an industry partner company or a competitor).
- h) You are preparing a grant application which is similar to the submitted application.
- i) You have previously reviewed the application.
- j) You have collaborated or co-authored with the applicant within the last three years.
- k) You work at the same institution as the applicant.
- l) You feel there are other circumstances which may give rise to a conflict of interest.

#### 4. Managing Conflicts of Interest

If you answer “yes” to ANY of the statements 3. a)-i), it will not be possible for you to review the application. If you answer “yes” to ANY of the statements 3. j)- l), you may be able to review the application dependent on circumstance. Your individual circumstance will need to be discussed with the APF Research Team and/or the Chair of the Research Review Panel.

By agreeing to review an application, you confirm that you do not have any conflict of interest to declare.