

TERN Review Panels Conflicts of Interest Guidance

It is important that all reviewers are completely impartial at all stages of the review process. We will look for conflicts of interest and will not select you as a reviewer if there is a clear conflict. However, not all conflicts are clear from the information we have. Therefore, if you think you may have a conflict of interest you must contact us.

A conflict of interest occurs for a reviewer when you:

- Are a close friend, patient or relative of the applicant
- Are directly involved in the work that the applicant proposes and/or have contributed to the funding application
- Have recently collaborated with the applicant, for example you have published together in the last three years
- Are currently employed at the same institution as the applicant
- Are a close collaborator with a co-applicant
- Were the PhD Supervisor for the applicant
- Have submitted an application to the same round for which you are being asked to provide a review
- Have been approached and agreed to be a member of a committee connected with the research project, for example an advisory group or steering committee
- Have a commercial or financial/pecuniary interest. For example, if you are part of an organisation that may benefit financially, directly or indirectly, from any decision made.

*Please note the restrictions which apply to the lead applicant apply equally to co-applicants on an application.

If you do not feel that you are an appropriate referee for this application please inform us as soon as possible. Similarly, if you are unsure as to whether a conflict is actual or not, please contact us as soon as possible.

Reviewers must also agree that documents and correspondence relating to applications for funds are strictly confidential.

Panel reviewers with conflicts of interest won't be involved in considering that application:

- They won't receive any application documents
- They won't know who else has reviewed the application or read the reviewers' comments
- They won't score the application
- They will be asked to leave the meeting while that application is discussed
- They won't be given any details of the discussion after the meeting

We last updated this guidance in December 2021.