

Research Code of Conduct for Members of the Cancer Research Wales Scientific Committee (CRWSC), Board of Trustees, Applicants, External Reviewers and Scientific Advisors

1. The principal role of the Cancer Research Wales Scientific Committee (CRWSC), through its Chair, is to make recommendations to the Cancer Research Wales Trustees on the medical and scientific merit of grant applications, for which calls are made through its various funding streams.
2. The Chair of the CRWSC, Chair of the Trustees, and CEO, will agree on inviting new members to the CRWSC, as and when required. They will then be invited to serve an initial term of three years, after which they may be asked to extend this period for a further term.
3. In addition, the CRWSC may be asked to advise on the Cancer Research Wales Research Strategy at the invitation of the Trustees.
4. All research applications and related correspondence, the Cancer Research Wales Scientific Committee (CRWSC) meeting papers and minutes, and the identity of external referees are strictly confidential, and must be kept secure and not disseminated or discussed with others outside the review process.
5. All applications are subject to a two-stage application process, consisting of an expression of Interest stage to determine fit with current Cancer Research Wales Strategy, and a final full application that will be subject to external peer review.
6. The CRWSC and Cancer Research Wales Trustees reserve the right to commission studies outside of a competitive open grant call if they are

considered of national strategic priority and urgency. All commissioned studies will be subject to the same robust external peer review process.

7. Members of the CRWSC are to declare all conflicts of interest at the start of every meeting, or when involved in other processes relating to the charities research governance. Where a conflict of interest is declared or identified, individuals will be asked to leave the room and take no part in the discussion of the application or view subsequent documents related to the application. If necessary, the CRWSC may wish to debate and decide who should or should not take part in the discussion, and the ultimate decision will be made by the CRWSC Chairman.
8. CRWSC members may apply as an 'applicant' or 'co-applicant' for a grant in any of the funding streams. They will then take no part in any discussions or view any documents or minutes related to the funding stream or grant call in question. The Chairman cannot be involved in any application which is to be considered by the CRWSC.
9. There is no restriction to the number of full applications submitted by any one institution, or one applicant.
10. Applicants should not, under any circumstances, directly approach, or lobby, members of CRWSC related to theirs (or another's) research application, or impending applications. Failure to adhere to this policy may result in the application being withdrawn. All enquiries related to grant applications and general research governance should be made via the Head of Research at Cancer Research Wales.
11. We expect all applicants and their host institution to adhere to the Cancer Research Wales Policy on Research Misconduct and Fraud.
12. The CRWSC and staff of the scientific department reserve the right to choose external referees based on the available information. All external referees are to declare all conflicts of interests when they are approached to review an application.

13. Applicants should not, under any circumstances, directly approach external referees related to theirs (or another's) research application. Failure to do adhere to this policy may result in the application being withdrawn.
14. All comments made by CRWSC members and external referees can be expected to be treated in strictest confidence by all Cancer Research Wales staff and trustees. Applicants can expect that Cancer Research Wales staff and trustees will not disclose details of their applications to those outside the review process.
15. Based on the Cancer Research Wales Research Strategy and the external referee's ratings and comments, the CRWSC make recommendations to the Trustees of Cancer Research Wales on which applications should be funded. All decisions by the Cancer Research Wales Board of Trustees are final.
16. Where conclusions by the external referees are ambiguous, or conflicting, or a number of concerns have been raised, the CRWSC may request a rebuttal from the applicants for further information to directly address the issues raised in the review process.
17. When applicants are informed of the outcome of their applications, Cancer Research Wales will provide anonymised versions of referees' comments. In instances these may also summarise the conclusion reached by the CRWSC. Information which might identify the comments of individual CRWSC members or referees will not be revealed.
18. We ask that external referees regard all details of applications and their outcomes as confidential.
19. CRWSC members, staff and trustees of Cancer Research Wales should refuse any requests for information or feedback from applicants on how a particular judgement was reached.

20. The CRWSC will be asked to review progress reports on current grants and make recommendations to the Trustees on whether support should be continued in line with the Cancer Research Wales Research Strategy.

Declaration I/we agree to abide by the above Code of Conduct:

_____ SIGNATURE

_____ NAME

_____ DATE

Please delete as appropriate: CRWSC member / External Referee / Applicant
/Cancer Research Wales staff / Trustee