



# Diabetes Wellness Sverige

## Code of Conduct Policy

### *Section (1): Scope*

This Code of Conduct Policy is for:

- The Chairperson of the Research Advisory Board
- The members of the Research Advisory Board
- External Peer Reviewers
- Grant applicants and Diabetes Wellness Sverige (hereafter referred to as DWS) staff involved in all aspects of the research grant funding, application submission and peer review processes
- Any other individuals who are brought together to assess research funding applications submitted to the charity, in respect of its research funding.

### *Section (2): Code of Conduct*

1. Details of research applications and related correspondence, Research Advisory Board meetings papers, and the identity of external reviewers are strictly confidential and must be kept secure and not disseminated to or discussed with others outside the review process.
2. Research Advisory Board members and external reviewers can expect that their comments will be treated in confidence by DWS staff. Applicants can expect that DWS staff will not disclose details of their applications to those outside the review process.
3. When a Research Advisory Board member is connected with an application, he or she must declare an interest or withdraw from any consideration of that application. That member does not then receive documents relating to the application, learn the identity of its reviewers or receive its reviewers' reports. Furthermore, they do not score the application. He or she must retire from the meeting when the application is assessed and detail of discussions related to that application will be removed from any papers the member receives.
4. Referees are asked to agree to treat all details of applications and their outcomes as confidential.
5. DWS will inform applicants of the outcome of their applications and may provide anonymous versions of referees' comments, and may also summarise the conclusion reached by the Research Advisory Board. Information that might identify the comments of individual Research Advisory Board member or reviewer is never revealed.

6. Reviewers agree to treat all details of applications and their outcomes as confidential.
7. Research Advisory Board members should refuse any requests for information or feedback from applicants on how a particular judgement was reached.

*Section (3): Review and Update of the Code of Conduct Policy*

The charity will endeavour to review this policy where necessary every two years, in consultation with its Board of Trustees.

Policy adopted on [01/01/2017]

Next due for review on [01/01/2019]