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## **CODE OF CONDUCT / CONFLICT OF INTEREST POLICY DOCUMENT**

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### Introduction

The IBD Research Foundation aims to ensure that it receives expert and independent advice for all funding opportunities and ensure that all proposals are assessed objectively and impartially.

The IBD Research Foundation is very grateful for the support received from members of the medical profession who act as advisors in the peer review process whether as members of the Scientific Review Committee or as independent referees.

To ensure impartiality and integrity in the peer review process the IBD Research Foundation has developed this written Code of conduct / Conflict of Interest policy document, which can be found on the IBD Research Foundation website at: [www.ibdresearch.org](http://www.ibdresearch.org) . This document may be updated over time, but it will not be updated during the reviewing process of any specific grant program.

### Patient representatives committee

The Patient representatives committee will consists of three representatives from the IBD Research Foundation and three representatives from the European Federation of Crohn's and Ulcerative Colitis Associations. Both organisations may replace representatives with patient representatives from outside their organisation, as far as that is necessary to avoid conflicts of interest.

Major assessment criteria for the Patient representatives committee are:

- Level of innovation
- Level of interest from a patient perspective
- Budget allocation
  - Is the allocation of the budget essential for the implementation of the project?
  - Is the allocation of the budget appropriate from a patients perspective?
- Ethical aspects

### Scientific Review Committee

The Scientific review committee will be selected by the foundation management board, matching the area of expertise of applications received. At least two specialists per area of expertise will assess the related applications. The Scientific committee will consist of top level experts in the area of basic science or clinical research.

Major assessment criteria for the Patient representatives committee are:

- Level of innovation
- Scientific basis
- Methods
- Feasibility
- Originality of research
- Scientific value
- Applicant qualification
- Benefits and potential for the patient

### Code of Conduct/Conflict of interests policy

1. This policy applies to: Scientific Review Committee members, Patient Representatives Committee members, External referees, Applicants, IBD Research Foundation management board members, EFCCA Board member and others involved in the Application review and decision process
2. Members of the Scientific Review Committee, the Patient Representatives Committee and others involved in the Grant review and decision process should familiarize themselves with this code. If any of them is unable to comply to this code, he or she should inform the Foundation Secretary or Chairman immediately and resign his or her function within the reviewing process for the current review programme.
3. The Scientific Review Committee members can be involved in a grant application but will be asked at the start of the review process to declare to the Foundation Secretary any conflicts of interest. That person will take no further part in the correspondence or discussions regarding theirs or other applications in the same funding stream. They will also similarly be expected to disclose any other conflict of interest relating to any other applicant as will anyone else taking part in the Grant Review and decision process. The Foundation management board will seek temporary replacements.
4. Members of the Scientific Review Committee, the Patient Representatives Committee and others involved in the Grant review and decision process should treat all documents and correspondence relating to applications for funding as strictly confidential and not disseminate or discuss them, or the outcome, with anyone outside of the review process.
5. Members of the Scientific Review Committee, the Patient Representatives Committee and others involved in the Grant review and decision process undertake the required measures to keep all documents secure and to dispose of them securely after decisions have been reached.

6. Applicants should not, under any circumstances, directly approach members of the Scientific Review Committee or members of the Patient Representatives Committee in connection with theirs or another's research application. Any queries should be referred to the IBD Research Foundation Secretary or Chairman.
7. Members of the Scientific Review Committee, the Patient Representatives Committee and other reviewers/referees can expect that their comments will be treated in confidence by the IBD Research Foundation Board members involved in the process. Applicants can expect that details of their application will not be disclosed to those outside of the review process.
8. When applicants are informed of the outcome of their application, if required the IBD Research Foundation will provide anonymous summarized referees' comments and may also summarize the conclusion reached. Information which might identify the comments of individual reviewers or referees will not be revealed.
9. It is the IBD Research Foundation's policy to let referees know the final outcome of applications they have reviewed after the decisions have been communicated to the applicants.
10. Anybody involved in the reviewing or decision process should refuse requests for information or feedback from applicants on how a particular judgment was reached.
11. All questions, enquiries, correspondence should be addressed to the Foundation Secretary, initially via e-mail to [info@ibdresearch.org](mailto:info@ibdresearch.org)