

**CICRA**

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***Code of Conduct***

***for***

***Medical Advisers, External Referees, Applicants, Trustees and Staff of the  
Crohn's in Childhood Research Association (CICRA)***

- The principal role of the Medical Advisory Panel (MAP), through its Chair, is to make recommendations to the CICRA Trustees on the medical and scientific merit of grant applications, for which a call is made once a year.
- In addition the MAP may be asked to advise on research strategy at the invitation of the Trustees. Members may also be asked to provide email/telephone advice to the Trustees.
- Members will be asked to attend one full meeting a year at which CICRA representatives will also be in attendance.
- All members of the MAP (including the Chair) will be asked to independently review and score grant applications. Members of the MAP must ensure timely completion of their grant reviews and scoring. These scores will be pooled with those of the external referees, and a mean score calculated. A list of the highest scoring applications will be made, in order of priority, by the CICRA Grants Administrator for review by the MAP. The Chair of the MAP will make a recommendation to the CICRA Trustees, who will then make the final decision on the grants to be awarded.
- MAP members may apply for any of the funding streams but also declare any conflict of interest on any other applications. They will then take no part in the assessment / grading or discussion of theirs, or any other applications, in the same funding stream.



- The Chair of the MAP and the Chair of the Trustees will agree on inviting new members to the MAP. The Chair of the Trustees will then invite them to serve an initial term of three years, after which they may be asked to extend this period for a further term.
- Everybody involved in the Peer Review 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
- Members of the MAP and external referees can expect that their comments will be treated in confidence by CICRA staff and trustees. Applicants can expect that CICRA staff and trustees will not disclose details of their application to those outside of the review process.
- Panel members undertake to keep all documents secure and to dispose of them securely after decisions have been reached in line with Data Protection Guidelines.
- Applicants should not, under any circumstances, directly approach members of the MAP in connection with their or another's research application. Any queries should be referred to the CICRA office.
- Anybody involved in the peer review process should refuse any requests for information or feedback from applicants on how a particular judgement was reached, unless instructed to do so by the CICRA Trustees.
- When applicants are informed of the outcome of their application, CICRA will provide anonymised versions of referees' comments, and may also summarise the conclusion reached. Information that might identify the comments of individual MAP members or referees will not be revealed.
- It is CICRA policy to let external referees know the final outcome of applications they have reviewed after the decisions have been communicated to the applicants.
- The Chair of the MAP will be asked to review progress reports on current grants and make recommendations to the Trustees on whether support should be continued.

