



CODE OF CONDUCT

for

SCIENTIFIC MEDICAL ADVISERS, EXTERNAL REFEREES, APPLICANTS, STAFF AND TRUSTEES OF MENINGITIS NOW

1. Research applications and related correspondence, Scientific Medical Advisory Panel (SMAP) meeting papers, and the identity of external referees are strictly confidential and must be kept secure and not disseminated to or discussed with others outside the review process.
2. SMAP members will be asked to declare any conflicts of interest at the beginning of meetings. The SMAP should satisfy itself that all conflicts of interest have been declared and, when required, individuals may be asked to leave the room and take no part in the discussion of the application. If necessary, the SMAP 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 SMAP Chairman.
3. SMAP members can be involved as a 'co-applicant' in a grant application, but must not be the Principal Applicant. The Chairman cannot be involved in an application which is to be considered by the panel.
4. There is no restriction to the number of applications submitted by any one institution.
5. Applicants should not, under any circumstances, directly approach members of Meningitis Now SMAP in connection with their (or another's) research application.
6. SMAP members and external referees can expect that their comments will be treated in confidence by Meningitis Now staff and trustees. Applicants can expect that Meningitis Now staff and trustees will not disclose details of their applications to those outside the review process.
7. When applicants are informed of the outcome of their applications, we will provide anonymous versions of referees' comments, and may also summarise the conclusion reached by the SMAP. Information which might identify the comments of individual SMAP members or referees will not be revealed.
8. It is our policy to let external referees know the final outcome of applications they have reviewed after we have communicated decisions to applicants. We ask that referees regard all details of applications and their outcomes as confidential.
9. SMAP members, staff and trustees of Meningitis Now should refuse any requests for information or feedback from applicants on how a particular judgement was reached.

Declaration

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

SIGNATURE: _____

NAME: _____

DATE: _____

Please delete as appropriate: SMAP member / External Referee / Applicant /Meningitis Now staff / Trustee