



# AKC Canine Health Foundation Conflict of Interest

Information for Reviewers of AKC Canine Health Foundation Grant Proposals

The AKC Canine Health Foundation relies on the professionalism of each reviewer to identify any conflict of interest (COI) or apparent COI that may affect or appear to affect the integrity of the peer review process. The COI rules for initial peer review are derived from federal regulations governing the Scientific Peer Review of Research Grant Applications.

## Reviewers

- ❖ As it is reviewers themselves who are most familiar with their own situations, it is their personal responsibility to identify and certify on the Conflict of Interest Certification Forms that they have:
- ❖ Identified any application or proposal with which they have a COI or appearance of COI.
- ❖ Recused themselves from the review of any application or proposal pending review in the Scientific Review Group (SRG) where their participation constitutes a real or apparent COI. In addition, the AKC Canine Health Foundation may determine that a particular situation involves a COI and require that the potential reviewer not be involved in the review of the application(s) or proposal(s) in question.
- ❖ Certified that they have read the Confidentiality and Non-Disclosure Rules and will maintain the confidentiality of the peer review process (see the Confidentiality Agreement).

## Managing COI or Appearance of COI

- ❖ Individuals Participating with Major Professional Roles
  - Definition of Major Professional Role:
    - An individual considered to be participating in a project with a major professional role contributes to the scientific development or execution of the project in a substantive, measureable way, whether or not compensation is requested.
    - An individual with a primary appointment in the same component of a multi-component project.
      - Individuals participating with major professional roles include:
      - The Program Director/Principal Investigator (PD/PI) or one of multiple PDs/PIs;
      - Individuals listed on a single-project application as Senior/Key Personnel, Other Significant Contributors, collaborators, and consultants
      - Individuals with leadership roles in multi-site or multi-component applications or projects, such as Project/Site/Core Directors, Senior/Key Personnel, Other Significant Contributors, collaborators, and consultants at the level of the overall application.
      - Senior/Key Personnel, Other Significant Contributors, collaborators and consultants listed as a sponsor or mentor for an applicant or candidate whose application is undergoing review
      - The originators and planning group members for a conference/meeting grant application.



❖ Professional Relationships

- A reviewer may not review a grant application, in the absence of a waiver granted by the Chief Scientific Officer if the reviewer:
  - within the preceding two years, has collaborated with, co-authored a publication(s) with, and/or mentored or trained the PD/PI, one of multiple PDs/PIs, or an individual named on the application as participating with a major professional role;
  - is in collaboration, is negotiating collaboration, or is preparing an application(s) or publication(s) with the PD/PI, with one of multiple PDs/PIs, or with an individual named in the application as participating with a major professional role;
  - writes a letter of general support or enthusiasm for the application in question but plays no substantive role in the proposed work;
  - has a primary professional appointment in the same organizational component/school of a multi-component academic institution, hospital, health center, or research institute as that of a named individual listed on the application or project as participating with a major professional role. Situations involving a secondary appointment of an SRG member at the same component of a multi-component academic institution, hospital, health center or research institute will be assessed by the Chief Scientific Officer on a case-by-case basis for COI.

❖ Applicants to an RFP

- Unless waived by the AKC Canine Health Foundation Chief Scientific Officer, an investigator who participates with a major professional role on an application submitted in response to an RFP may not serve as a reviewer of other applications submitted in response to the same RFP.
- Applicant Institution: Given that the veterinary biomedical research community is limited in membership, the AKC Canine Health Foundation has determined that an SRG member from a given institution who is not named in an application may participate in an SRG and review applications from other institutions, provided that any real or apparent COI (described above) is resolved.

**Confidentiality Agreement**

**I hereby certify that I will keep completely confidential all information arising from AKC Canine Health Foundation grant review to which I gain access. Beyond the SRG, I will not discuss, disclose, disseminate, or provide access to data or proposed studies and concepts. I agree to report any breaches in confidentiality to the AKC Canine Health Foundation Chief Scientific Officer within 24 hours of their being discovered. I give my personal pledge that I shall abide by this assurance of confidentiality.**

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Signature

Name Printed

Date