

METADAC Conflict of Interest Policy

A conflict of interest is a situation that has the potential (actual or perceived) to undermine the impartiality of a person due to the possibility of a clash between a person's self-interest and professional or public interest.

1. For example:
 - when they are an applicant or co-applicant to METADAC for data or samples
 - when METADAC receives an application from a member's home institution, or own research group, or from a collaboration they belong to
 - when an application is funded by a grant they also receive benefit from
 - when a member of METADAC may receive material benefit from the application (e.g. being sub-contracted to perform assays)
 - when an applicant or co-applicant to METADAC is a close family member.
2. Advisory, *ex officio* and full voting members of METADAC are all covered by the conflict of interest policy.
3. METADAC members will make an Annual Declaration of Interests, usually on appointment, then annually before the second face to face meeting of the year or upon any changes. The record of interests declared shall be maintained by the METADAC Secretariat and published on the METADAC web-pages.
4. Members of METADAC will declare conflicts of interest with individual applications to the Secretariat ahead of METADAC meetings, or at the latest before discussion of the application by the Committee.

Any conflicts of interest should be declared at the latest, by the beginning of any meeting at which an issue, relating to the conflict, is to be discussed.
5. Members of the technical review team may review applications where they have a conflict of interest, but should clearly state the conflict of interest in their comments.
6. The Chair of the meeting is responsible for ensuring a request for declarations is made and appropriate action followed, proportionate both to the level of potential perceived conflict of interest and to the sensitivity of issues being considered for the application.
7. In the event that the Chair and Deputy Chair both declare a conflict for an application, normal quoracy will not be possible. In this case, in order that the application can still be considered, the Committee will nominate another member to act as Chair.
8. The policy is subject to annual review.