



DWNS Code of Conduct

for Research Advisory Board members, external reviewers, applicants and Foundation staff

Details of research applications and related correspondence, Research Advisory Board meetings papers, and the identity of external reviewers are strictly confidential and must be kept secure and not disseminated to or discussed with others outside the review process.

RAB members and external reviewers can expect that their comments will be treated in confidence by Foundation staff. Applicants can expect that Foundation staff will not disclose details of their applications to those outside the review process.

When a RAB member is connected with an application, he or she must declare an interest or withdraw from any consideration of that application. That member does not then receive documents relating to the application, learn the identity of its reviewers or receive its reviewers' reports, furthermore, they do not score the application. He or she must retire from the meeting when the application is assessed. Detail of discussions related to that application is removed from any papers the member receives.

When we inform applicants of the outcome of their applications, we provide anonymous versions of referees' comments, and may also summarise the conclusion reached by the RAB. Information that might identify the comments of individual RAB members or reviewers is never revealed.

It is our policy to let external reviewers know the final outcome of applications they have reviewed after we have communicated decisions to applicants. Reviewers agree to treat all details of applications and their outcomes as confidential.

Applicants should not, under any circumstances, directly approach members of the Foundation's Research Advisory Board in connection with their (or another's) research application.

RAB members should refuse any requests for information or feedback from applicants on how a particular judgement was reached.