

Research grant review

Code of conduct

CCLG aims to ensure that research proposals are assessed objectively and impartially. We use a system of expert review (peer review) in two stages: independent expert reviewers ('external review') followed by discussion and review by our Research Advisory Group (RAG) ('internal review').

Reviewers should be aware that the role of the review is advisory. As part of our commitment to impartiality and the integrity of the review process, we have set down the following code of conduct. If CCLG has reason to believe that a reviewer has breached this code of conduct, then they may be asked to step down as a reviewer.

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Objectivity: Reviewers should be impartial and assess the application on its own merits, without personal bias

Confidentiality: Reviews should keep all information they acquire confidential. Proposals should not be discussed with anyone else during review and no discussion should occur between RAG members except during the business of the meeting. Documents should not be disseminated, and disposed of securely after a decision has been reached. Reviewers have a right to expect that their comments will be treated in confidence by CCLG staff and other reviewers. Feedback to applicants (successful or unsuccessful) will be provided by CCLG alone. RAG members or reviewers should not, under any circumstances, provide feedback directly to the applicant.

Timeliness: Reviewers should submit their review within the requested time frame

Constructive criticism: Reviewers should provide balanced criticism that identifies strengths and suggests ways to improve the work.

Respect: Reviewers should treat applicants with respect.

Conflicts of interest: Reviewers should read CCLG's conflicts of interest policy for research review and disclose any conflicts of interest as appropriate.

Preparation: Reviewers should prepare their report independently, unless they have permission to involve someone else.

Accuracy: Reviewers should ensure that any references in their report are accurate and verifiable.

Professionalism: Reviewers should focus on the work, not the individuals.

Transparency: While membership of CCLG's Research Advisory Group will be publicly available, the identity of reviewers in relation to specific grants will be kept confidential.

Reviewing this code of conduct

CCLG will endeavour to review this policy, if necessary, every three years.