Pelican Cancer Foundation (PCF) and Pelican Research Review Panel (PRRP)
Conflict of Interest Policy

1) General

a) This policy relates to all members of the Trustee Board, and the Pelican Research Review Panel.

b) The purpose of this document is to minimise the potential for conflicts of interest arising and to protect the charity and those who work for it from any perception, real or otherwise, that the external interests and affiliations of its committee members might interfere with their ability to work towards the furtherance of the Charity's objectives.

2) Declaration of interests

a) Any persons covered by this policy, as defined in paragraph 1a), must declare any disclosable external interest on their appointment to the charity, and annually thereafter. A register of interests will be kept up to date by the charity.

b) Panel members should also declare any other interests which they feel may be a source of conflict, or which might be perceived to conflict, with the interests of the charity. This includes interests held by the panel members' spouse or children.

3) Discussion of proposals

a) Details of applications, meeting papers and related correspondence and the names of external referees are strictly confidential and should not be discussed with persons outside the review process.

b) Discussions of a proposal between members of a funding committee which occur outside a committee meeting should be declared to the chair of the committee

c) If a committee member or trustee is approached by an applicant for advice on an application, he or she may provide advice, but must report this to the committee chair and secretariat. They may subsequently be asked by the chair to absent themselves from a discussion of the application concerned.

4) Managing conflicts of interests

a) Where a panel member is an applicant or co-applicant on a grant application, he or she must declare an interest and withdraw from any consideration of that application. That member will not receive documents pertaining to the application. He or she must retire from the meeting when the application is assessed. They will also be disallowed any lobbying for a proposal to which they are connected.

b) Where the chair of the panel is an applicant or co-applicant on a grant application, he or she must declare an interest and withdraw. A vice chair will chair the meeting to prevent any undue influence.

c) Panel members who could be seen as a direct competitor of the applicant (e.g. they are funded or applying for funding on a similar project to the proposal under discussion) or work in the same institution, should declare an interest and may be asked to withdraw from the meeting for that application, or may be allowed to stay, but not vote on the application.

5) Resolution conflicts of interest

a) The Charity recognises that the majority of conflicts or potential conflicts will relate to a particular issue and as such will not present any long-term restrictions on an individual's ability to work for the charity or to sit on its committees.

b) Members of the trustee board or research panel are expected to declare any potential conflicts of interest relating to individual funding decisions to the committee secretariat before the meeting wherein they will be discussed, or during the meeting as soon as the existence of a conflict becomes apparent.

c) In cases where an individual is uncertain as to whether a conflict of interest exists or not, they should report this to the committee secretariat. The secretariat shall discuss the matter with the individual as necessary and report to the Chair, who will decide on a course of action.

d) If an individual is concerned about a possible conflict of interest involving another member of a funding panel, then he or she should raise the matter with the chair of the panel.

6) Updating the policy

a) This policy was reviewed in July 2026, and the Charity will review this policy, if necessary, every three years, in consultation with the board of Trustees.

Code of conduct

As a condition of participation, reviewers agree that documents and correspondence relating to applications for funds and funding are strictly confidential and therefore:

1. Should not be discussed with anyone else during review, or either before or after PRRP meeting. No discussion should occur between Committee members except during the business of the meeting.

2. Feedback to candidates (successful or unsuccessful) will be provided by the charity alone, to avoid confusion. PRRP members and trustees should not, under any circumstances, provide feedback directly to the candidate.

3. Any printouts should be kept secure and disposed of securely after the decision has been reached

4. Should a reviewer have a vested interest (organisational, collaborative, personal or other) in the outcome of a grant application they should declare it

5. Reviewers have a right to expect that their comments will be treated in confidence by both the Charity's staff and other members of the review groups

6. Grant applicants will receive anonymised feedback from the reviewers

7. While membership of each PRRP will be publicly available, the identity of reviewers in relation to specific grants will be kept confidential.

As a member of the Pelican Research Review Panel / PCF Trustee I have read and agree to this policy and abide by the code:

Name: ……

Signature: ……..

Date: ……

Please return this signed agreement to Pelican: admin@pelicancancer.org