



Neuroendocrine Tumor Research Foundation

Scientific Review Board – Conflict of Interest and Confidentiality Policy

At the Neuroendocrine Tumor Research Foundation (NETRF), we are thankful for your service on our scientific review boards to ensure that we are selecting the most impactful projects possible. We also depend upon your professionalism to declare conflicts of interest (COI) and abide by a confidentiality agreement to safeguard the integrity of our review process. By agreeing to serve as a scientific reviewer, you acknowledge that you have read and accept the following Conflict of Interest and Confidentiality Policy.

Conflict of Interest

Each scientific reviewer has a duty to disclose to NETRF any actual or potential conflict of interest. Such conflicts exist when a committee member can be viewed as being in a position to gain or lose personally, professionally, or financially from an application under consideration. When there is any doubt as to whether a conflict of interest exists, the matter will be resolved by the Chair of the Scientific Review Board, or with respect to matters involving a conflict of interest with the Chair, by the NETRF Director of Research.

Review the rules below and notify us immediately if:

- You have a COI that would prohibit you from serving on the scientific review board.
- You have a COI that would prohibit you from reviewing a particular application.

You **may not serve** on the scientific review board if:

- You are named on an application in a major professional role such as Principal Investigator (PI), Senior/Key Personnel, Project/Site Director collaborator, Consultant, Mentor, etc.
- You or a close family member have a direct financial interest if an application is funded.

You **may serve** on the scientific review board, but **may not review** certain applications and must leave the room/review call when they are discussed when:

- The PI or anyone else affiliated with the application with a major professional role is from your institution or for multicomponent institutions, from your institutional component.
- You are planning a collaboration with anyone with a major professional role on the application.
- Within the past 3 years, you have published with, collaborated with, or mentored any person on the application who has a major professional role.
- You have provided a letter of support for the application.
- You serve as an Advisory Board member for the project under review or for a grant held by anyone with a major professional role on the application.



- You have an indirect financial interest: you will have received more than \$10,000 in the form of honoraria, stocks or fees from the PI or submitting institution over the period from one year ago through the end of the proposed project.
- You feel that you are unable to provide an objective review of any particular application for any reason.

You **may serve** on the scientific review board and **may review** specific applications if:

- An application originates from an institution where you have collaborators, but your collaborators are not listed on the application.
- You have an indirect financial interest of less than \$10,000.
- You freely donate reagents or other materials to the proposed project, and these reagents or materials would also be available to other researchers.
- You are a member of a research network that involves a person with a major role on the proposed project.
- You are a co-author of a non-research publication (e.g., review, commentary) or a mega-multi-authored publication with a person with a major role on the proposed project.

Confidentiality

Information in the applications being reviewed is privileged and should not be shown to or discussed with other individuals not affiliated with the peer review process. This includes, but is not limited to ideas, unpublished findings and methods. Discussing and sharing privileged information is grounds for dismissal from all NETRF Scientific Review Boards.

Confidentiality in peer review prohibits:

- Sharing applications and/or meeting materials with any person outside of NETRF.
- Uploading content from applications, reviews, and/or meeting materials to generative artificial intelligence tools, such as ChatGPT.
- Sharing, in any manner, the oral committee discussion and scoring with any person outside of NETRF.
- Allowing access to the NETRF online peer review system or scientific review board review call to anyone not designated to participate in the peer review process.
- Using any information from the application and/or review call for personal benefit or the personal benefit of any other individuals and/or organizations. The information is only to be used for the purpose of evaluating an application.

All applications and materials related to the peer review process must be securely disposed of once the final grant selections have been made.