



**INDO-FRENCH CENTRE FOR THE PROMOTION OF ADVANCED RESEARCH  
IFCPAR/CEFIPRA**

**Conflict of interest- Guidelines**

For the Scientific Council (SC)/Industrial Research Committee (IRC) meetings, the CEFIPRA will obtain a written certification from all members that they have not participated in any reviews of applications when their presence would have constituted a real or apparent conflict of interest and that the confidentiality of actions will be maintained. Prior to the SC/IRC meeting, members will receive a form on which they must identify applications with which they have a conflict of interest and must certify that no conflict of interest exists with the remaining applications. Members must notify the SC/IRC of any conflict of interest prior to the meeting and certify that the confidentiality of the review procedure would be maintained (Format at Annex I).

All will maintain the confidentiality of the review process, materials and information. In addition, the CEFIPRA will keep and maintain the record of proposals on which members left the room because of potential conflict of interest. The following conflicts are required to be observed;

1. A member must leave the room when an application submitted by his or her own Lab/team is being discussed or when the member, his/her immediate family or close professional associate(s) has a financial or vested interest even if no significant involvement is apparent in the proposal being considered.
2. Members are also urged to avoid any actions that might give the appearance that a conflict of interest exists, even though he or she believes that there may not be an actual conflict of interest.

In addition, so long as any real or apparent conflict of interest is resolved;

- a) For project proposals & fellowships applications, members who write reference letters for an applicant are in a conflict and must leave the room for the review of the application; this does not, however, constitute an institutional conflict
  - b) For conference/workshop/seminar grant applications, the originators, planning group members, and proposed speakers are in conflict, but their institutions are not, and this situation does not generate a conflict.
  - c) The members from institutions that are part of a multi-centric network are not in conflict with other applications /proposals from other institutions in the network.
  - d) A member must leave the room during discussion of an application if he/she is a member/owner/stakeholder of, or has a financial interest in a for-profit organisation submitting an application.
3. When an application is submitted by the organisation where the member is employed and no other conflicts exist, the member can review the application but the member must leave the room, if he/she belongs to the same team/Lab of the applicant.

**Pre-Review Certification form regarding Conflict of Interest,  
Confidentiality and Non-Disclosure of Information for  
members of SC/IRC**

**Confidentiality and Non-Disclosure:** I fully understand the confidential nature of the review process and agree: (1) not to disclose or discuss the materials associated with the review, my evaluation, or the review meeting outside of that meeting or with any other individual except as authorized by the CEFIPRA; (2) not to disclose procurement information prior to the award of a project and (3) to refer all inquiries concerning the review to CEFIPRA.

**CERTIFICATION**

I have gone through the conflict of Interest-Guidelines of CEFIPRA. I hereby certify that during the review process of the proposals I did not participate in an evaluation of any application or proposal with which I knowingly had a conflict of interest.

Signature of Member:

Name:

Date: