

ANNEX VI - GOOD PRACTICES

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Abbreviations

CS = Call Secretariat

CSC = Call Steering Committee

EC = Evaluation Committee

NCP = National Contact Point

Conflict of Interest

Representatives of the Water JPI Funding Partner Organisations (Call Steering Committee members (CSC), Call Secretariat (CS) members, National Contact Points (NCP)), Evaluation Committee (EC) members and External Evaluators are required to declare any actual or potential conflicts of interest towards the proposals submitted under the Joint Water JPI Pilot Call. Disqualification may be essential for a number of reasons:

- If the approval or rejection of the proposal may in any way benefit or harm them
- If they have had close collaboration with the applicant, e.g.
 - co-authored/published articles with the applicant in the past three years;
 - been involved in the same group as the applicant or are involved in the publication or proposal of the results;
 - been a superior, subordinate or instructor of the applicant in the past three years.
- If the EC member has an employment relationship or is otherwise is affiliated in the same organisation as the applicant
- If the applicant is a close person to them.

A close person is:

1. Spouse (also de facto), child, grandchild, sibling, parent, grandparent or a person otherwise especially close to the person (e.g. fiancé/e or a close friend), as well as their spouses (also de facto)
2. Sibling of the person's parent or his/her spouse (also de facto), a child of the person's sibling, the person's previous spouse (also de facto)
3. Child, grandchild, sibling, parent or grandparent of the person's spouse as well as their spouses (also de facto), a child of a sibling of the person's spouse
4. Half-relative comparable to the above mentioned people.

Disqualification will also be inevitable if their impartiality may otherwise be endangered, or if they feel that they have a conflict of interest.

In case of a possible conflict of interest the person must leave the room during the discussion of a proposal. Committee members (CSC and EC) may not apply for a project in the Joint Water JPI Pilot Call.

Confidentiality

Research plans, abstracts, and evaluation statements are confidential documents. Proposal documents should therefore be handled and stored with due care and confidentiality.

The EC members or External Evaluators are therefore not allowed to disclose any information concerning proposal documents or evaluations to outsiders, nor are they allowed to use this confidential information to their own benefit or anyone else's benefit or disadvantage. In addition,

they may not reveal to outsiders that they are assessing the research plan of a particular researcher. Anyone who has questions about the proposal documents or evaluation reports shall be advised to contact the CS.

Once the evaluation has been completed, EC members and External Experts are required to destroy all proposal documents and any copies made of them or return them to the CS. Confidentiality must also be maintained after the evaluation process has been completed.

Summary Evaluation Reports are otherwise confidential documents, but applicants will receive the final report on her/his proposal after the funding decisions have been made. The composition of the EC will be made public only after the CSC has made their final funding decision (as a group and not per individual proposal).

Ethical Issues and Applying for Funding

Ethical issues are taken into account in the scientific evaluation of proposals and when making the funding decisions. Applicants shall always describe any relevant ethical aspects in their research plans. If a research permit or a statement by an ethics committee is required for the implementation of the project, applicants shall provide information on the permits or permit proposals.

Applicants shall:

- Select *Yes* or *No* in the Academy's online services under "Specify if the project requires a statement by an ethics committee or an animal experimentation permit or equivalent statements or permits"
- Always clarify in the research plan the ethical issues involved in the research
- Give details on the research permit or the statement by an ethics committee, if relevant. If the statement or permit has not been acquired, they shall provide an account of when and from what authority it will be acquired. Permits can be applied for after the proposal has been submitted.
- Where relevant, when the proposal is selected for funding, the Consortium Partner shall send to the funding institution, if requested, official statements issued by national direction of veterinary or responsible organism, certifying that the proponent institution and team members duly comply with the necessary conditions for the realization of animal experiments and/or the legal regulations/ normative concerning to donation, procurement, testing, processing, preservation, storage or use of tissues and cells of human origin will be entirely observed commit themselves to good scientific practice and valid legislation.