

Lay Reviewer & Lived Experience Experts: Conflicts & Confidentiality Policy

Wellbeing of Women, we want to make sure that all research grant applications are reviewed fairly and by the right experts. We're very thankful to everyone who helps us by reviewing these applications.

What counts as a conflict of interest?

We ask all reviewers to be honest and open about any possible conflicts of interest. This helps us keep the process fair. You may have a conflict of interest if:

- You're listed on the application (as a lead researcher, co-researcher, mentor, referee, or department head).
- You've worked closely with someone on the application in the last 3 years (like on a grant or publication).
- You have a personal relationship with someone on the application (like a family member or close friend).
- You work at the same place as the lead applicant or co-applicants.

If you only work at the same place as a collaborator (not a lead applicant), that's usually okay—unless you've worked closely with them recently.

For big research centres working together, we only consider it a conflict if you've had direct personal collaboration.

Keeping things confidential

Before you read any application materials (except the short summary), you must agree to keep everything private.

Here's what that means:

- Your name will not be shared with the applicant unless you say it's okay.
- Your comments will be shared anonymously with the applicant and possibly with other reviewers.
- You must not share, copy, or use the application for anything else.
- You must delete or destroy the documents after reviewing.
- Don't talk about the application with anyone or contact the applicant.
- If you think you might have a conflict of interest, tell us right away so we can decide what to do.

Use of AI

You must not put any confidential grant application information into AI tools. This includes uploading, copying or summarising applications. Doing this would break the confidentiality agreement that reviewers agree to.

You may use AI tools for general, supporting tasks, as long as no confidential information from the application is shared.

Examples of acceptable uses include:

- checking whether similar research has been done before
- finding general background information, methods or techniques

- helping with spelling, grammar or improving wording

If you use an AI tool, you are responsible for checking the results. This means:

- making sure the information is accurate
- removing anything that is incorrect, misleading or made up

If you're ever unsure whether something is appropriate, please contact us before using an AI tool.