



## Conflict of Interest Guidelines

Based on NSERC conflict-of-interest guidelines, conflict of interest occurs when:

- the member has been a supervisor or trainee of the applicant
- the member has provided letters of support for the applicant
- the member has collaborated with the applicant within the past six years, or has initiated a collaboration with them for the immediate future
- there is an administrative, personal or family link between the member and the applicant
- the member is uncomfortable with reviewing the applicant due to previous conflicts or any other reason.

If conflict of interest arises, or has the potential to arise, then the member must declare the conflict(s) each time.

For the initial assessment of applications, the member may remain part of the hiring committee but refrain from evaluating the applicant(s) they are in conflict with. The member should absent themselves from the room when the applicant(s) is (are) discussed.

If the member is in conflict with any candidate on the shortlist, they can no longer be a member of the hiring committee and an alternative member with no conflict should take their place.

If a member is unsure whether a conflict may arise from considering a candidate's application, they must disclose the circumstances to the chair of the committee prior to the discussion, and take the chair's direction as to whether they may evaluate the candidate's application and/or remain part of the hiring committee.

\*Member = member of the search and/or selection committee