

Foundation Committee – Conflict of Interest Guidelines

Scope

- All Foundation Committee members.
- All Foundation Grants, including applications for grants and research under grants.

Policy

Foundation Committee members are required to:

- Declare all potential COI (before becoming actual or perceived).
- Not have a leading role in Foundation grant applications.

Where potential COI is due to the Committee member having a leading role in the grant application and/or research, the member must either step down from the Committee or end involvement in the grant application and/or research.

All other levels of COI must also be declared and managed.

Leading role in Foundation grants

Leading role in Foundation grant applications includes (but is not limited to) being the lead investigator/applicant.

Other roles and involvement in grant applications and research need to be declared and managed according to their specific circumstances and level of involvement in the project. This includes being a co-investigator or co-author, reviewer, adviser, sponsor, or supervisor

Association with the same institution or having a personal or professional association with anyone involved in the grant application and/or research should also be declared and managed and, depending on circumstances, will generally be treated as low level COI.

Processes to Manage Conflict of Interest

Foundation Committee members must declare any involvement in Foundation grant applications in advance as a potential conflict of interest to:

- The Foundation Committee Chair (in the first instance), and then
- The next Foundation Committee meeting.

A Foundation Committee member with declared COI after discussion with the Foundation Chair about their circumstances and if they are considered to have a leading role in the research will be required to either:

- Cease involvement with the application/research, or
- Step down from their Foundation Committee membership.

A Foundation Committee member who has stepped down from the Foundation Committee due to conflict of interest will then be subject to the following restrictions:

- End invitations to Foundation Committee and other Foundation meetings.
- Cease access to Foundation Committee meetings papers.
- Not be included in any Foundation correspondence.
- Not receive any Foundation documentation.
- Cease RACGP email account (if no other RACGP role).
- End access to RACGP systems (if no other RACGP role).

Other options to manage lower levels of COI include:

- Stepping down from the Committee.
- Stepping down for a period with the restrictions on access to information and communication.
- Remaining on the Committee with a specific matter recused.

The Chair will inform the relevant Awards Panel about any Foundation Committee declaration of conflict of interest with grant application and resulting actions to manage the conflict of interest.

Related Documents

RACGP Conflict of Interests and Related Party Transactions Policy

Version:

| Approved | Date | Version |
|---|----------------|----------------|
| Australian General Practice Research Foundation Committee | 14 August 2025 | 1.0 |
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