

CONFLICT OF INTEREST GUIDLINES AND DECLARATIONS FOR MEDAL SELECTION COMMITTEES

Preamble

It often happens in the CAP Prize Selection Committees that a member of the Committee is associated in some way with one of the candidates. Types of association include:

- a family member or close relative, or a former family member (eg., ex-spouse)
- a person nominated by a Committee member
- a research collaborator or colleague
- a former graduate student or PDF.

The Committee is then faced with a decision between either excluding the member from the discussion and voting, thereby losing the input from the person who is probably most qualified to comment on the quality and significance of the candidate's work, or allowing the member to participate, thereby risking the possibility or perception of conflict of interest playing a role. As a point of reference, the NSERC rule is that a person can act as a referee for a grant proposal if he/she has not actively collaborated or published with the applicant for the past six years. The purpose of this document is to formulate a similar policy for the CAP Medal selection Committees.

Policy

Committee members may actively encourage the nomination of suitable candidates by others, but they themselves may not act as principal nominators or seconders for the prize or award in question in the period immediately preceding or during their term of office.

If a Committee member finds himself or herself in a position of potential conflict of interest, he/she shall inform the Chair of the Committee that a situation of potential conflict of interest exists. The following guidelines shall then be followed, at the discretion of the Chair.

1. The Chair shall inform the other members of the Committee that a potential conflict of interest situation exists for one of the members.
2. In cases involving a family member, former family member, student, or current research collaborator (within the past six years), the member shall withdraw from further consideration of the candidates.
3. In cases involving former students or collaborators, the Committee member may participate normally in the selection process if there has been no active collaboration for a period of six years. The "six year" rule shall also apply to a nomination made in previous years by a new Committee member if the nomination has been carried forward and is still active.

4. In cases involving a colleague from the same department, the member shall withdraw from further consideration of the candidates.
5. If more than one Committee member is obliged to withdraw from the selection process under these guidelines, the CAP office will initiate a replacement search based on guidelines established for each committee.
6. If the Chair is obliged to withdraw from the selection process under these guidelines, then the immediate past Chair shall be asked to serve again as Chair. If he or she is unavailable, then, for CAP-only medals, the President of the CAP shall name a new Chair from amongst the following individuals (a) other past or current Chairs of CAP award selection committees, (b) the Vice President of the CAP, and (c) other members of the CAP Executive. For joint medals, the CAP President and partner representative will appoint a replacement.