Advisory Council on Research (ACOR)
Code of Conduct

As a member of the Canadian Cancer Society's Advisory Council on Research (CCS ACOR), you play a pivotal role in the stewardship of CCS research. ACOR members advise CCS on the implementation of the research strategy, and policies and procedures as they relate to CCS's research grants and awards programs, and act as ambassadors for CCS within the research community. This code of conduct outlines the expectations CCS has of all ACOR members.

Preamble
CCS is a signatory of the San Francisco Declaration on Research Assessment (DORA). We follow DORA recommendations to develop better research assessment practices. A broad range of impact measures and research outputs should be considered (i.e., influence on policy and practice, datasets (and the open sharing of these), software, inventions, patents, preprints, other commercial activities, training of new researchers, etc.). ACOR members should not solely rely on journal impact factors (or any hierarchy of journals), conference rankings and/or metrics such as the H-index or i10- index when assessing CCS research grants or outcomes.

CCS recognizes that structural racism and discrimination exists in the research ecosystem, and, as we move to examine and dismantle these practices, we seek to learn from the resilience, wisdom and diversity of other perspectives. We commit to examining biases, seeking inclusive solutions and welcoming the discomfort that comes with systemic and structural change. We commit to advancing equity, diversity and inclusive practices and principles, including learning about and applying decolonizing and anti-racist approaches.

Code of conduct for ACOR members

1. **Choose obligations thoughtfully**
Prepare for meetings in advance, participate actively in ACOR meetings and advise CCS if you cannot attend. You should agree to participate on ACOR, and on other committees as an ACOR representative, only if you have the appropriate expertise and enough time to attend and contribute meaningfully.

2. **Review and agree to the ACOR Terms of Reference**
Read and familiarize yourself with the ACOR Terms of Reference. Ensure you are in agreement with and are able to abide by the stated role and expectations.

3. **Declare and avoid conflicts of interest**

Declare any potentially competing interests and/or recuse yourself from agenda items if you have a conflict of interest. See procedures for conflicts of interest below.

4. **Reflect on your privileges and biases to provide honest and informed guidance**

Recognize that systemic and structural racism and discrimination exist throughout research and academic systems. Reflect on your identity and biases and how they may shape your views of merit, science, and other topics (contact CCS for learning resources if required). Be open to different approaches to investigation, new disciplinary thinking and methodological novelty. We expect all ACOR members to have some knowledge of equity, diversity and inclusion principles and to apply this in all ACOR meetings. For more information on CCS' position, see its Inclusive Excellence Action Plan.

5. **Be respectful and professional**

Acknowledge and respect the expertise and contributions of every individual at the table. Make sure your comments are professional. Provide constructive feedback, judging the issue at hand and not the person offering it. Consider all information available, CCS' values, and the distribution of donor funds when providing guidance on topics. Respect that while consensus as a group may be reached, agreement on issues is not necessary.

6. **Honour confidentiality and privacy**

Do not share information obtained or learned as part of your role on ACOR, unless CCS has stated that such information can be shared. Respect the privacy of applicants, donors, volunteers, and staff. Do not use any information from ACOR meetings for your own advantage, even after your term on ACOR has ended.

Conflict of Interest:

Conflicts of interest may arise with CCS policies or position statements, or related to grant competitions. If an ACOR member identifies a personal or professional conflict associated with a CCS policy or position statement, they are requested to advise CCS staff as soon as possible for discussion.

For research grant competitions, possible conflicts of interest include, but are not limited to, the following examples. Where the ACOR member:

- is an applicant, co-applicant, collaborator, patient/survivor/caregiver partner, end-user or study participant on a grant or award application under review
- is a direct supervisor/mentor to an applicant of a project being reviewed within a CCS research competition
- has a close personal relationship with an applicant of a project being reviewed within a CCS research competition (when aware)

- has strongly conflicting personal, professional or scientific views of an applicant whose project is being reviewed within a CCS research competition (when aware)
- has a business or other material interest in a project being reviewed within a CCS research competition (when aware)

CCS acknowledges that ACOR may not be aware of all of the information about applicants to a competition and therefore may not know to declare a conflict. CCS expects that where an ACOR member knows, or becomes aware of a conflict, the following procedures will be implemented.

Conflict of interest procedures:
1. Members will disclose real, perceived, actual or potential conflicts of interest in advance (or as soon as they are known) to CCS.
2. At the start of each meeting, the Chair will confirm whether any ACOR member has a conflict with any of the agenda items.
3. Where conflicts may bias judgement or create the possibility for biased judgement, the ACOR member will abstain from decision-making or voting on the topic.
4. ACOR members who are applicants, co-applicants, collaborators, patient/survivor/caregiver partners, or knowledge users on a grant or award application under review: In most cases, only PI and co-PI applicants must recuse themselves from the discussion of the panel and/or competition, however CCS staff will make the final decision.
5. ACOR members who are direct supervisors/mentors to applicants of a grant or award application under review: The ACOR member will be absent from the ACOR meeting during the discussion of the research panel and/or competition.
6. ACOR members who are recused from funding decision discussions regarding a panel/competition may be present for discussions related to the broader program.

To learn more about DORA and research assessment, see [DORA's Ideas for Action](#).

This Code of Conduct will evolve and be updated as our understanding and progress in dismantling systemic barriers and discrimination evolves. Thank you for helping us promote integrity and transparency in research funding!

I, the undersigned, have read and understood the provisions regarding the Code of Conduct and Conflict of Interest policy as described herein.

Name:	
Signature:	
Date:	