

Guidance on Identifying and Managing Conflicts of Interest

The transparent identification and management of conflicts of interest is designed to maintain confidence in the process by which the APSA Awards and Prizes are evaluated and selected.

These guidelines have been designed so that organisational and personal conflicts of interest are disclosed to members of the jury in a way that maintains the integrity, legitimacy, impartiality and fairness of the selection process. Examples of organisational and individual conflicts of interest are listed below.

Each member of the jury is required to openly declare any actual, perceived or potential conflicts of interest at the time that they are informed about who has been nominated/applied for a prize or award by contacting either the prize committee and/or the chair of the prize committee. It is expected that the chair will share this information with the judging committee and its members.

In most cases, a transparent declaration of the conflict will typically suffice as a basis for proceeding with the selection process. In instances where this is not the case, or it is disputed by either the chair or a member of the jury, then the declared conflict of interest should be considered and deliberated on by the prize committee as a whole in arriving at a decision about how best the conflict can be managed.

It is the responsibility of the Chair to inform the APSA Executive of any declarations of conflicts of interest that cannot be resolved through the mechanisms detailed above, including how these were managed.

Organisational conflicts of interest

A member of the judging committee may be considered to have an organisational conflict of interest with an individual who has been nominated for a prize/award, who:

- is employed by the same organisation;
- has been employed by the same organisation within the past two years;
- has an arrangement for future employment or are negotiating employment at that same organisation;
- holds a financial interest in the same organisation.

Individual conflicts of interest

A member of the judging committee may be considered to have a conflict of interest with an individual who has been nominated for a prize/award, who:

- has a close personal relationship (including enmity) with the nominee.
- has a professional relationship with the nominee including:
 - nominating them for a prize on which they have also agreed to serve as a member of the jury for that same prize;
 - currently holds, or has held within the past two years, funding conjointly with the nominee;
 - has a current application or is negotiating an application for funding with the nominee;
 - has been a collaborator or co-author with the nominee on a research output within the past four years;
 - has been a co-editor with the nominee of a book, journal, compendium, or conference proceedings within the past two years;
 - has been a postgraduate student or supervisor of the nominee within the past five years.
 - could otherwise be perceived to benefit materially / intrinsically from the awarding of the prize involving the nominee.