INCF DECISION-MAKING DOCUMENT

This document describes steps involved in the decision making process and the roles and responsibilities of the Executive Director, the Governing Board (GB), and the Executive Committee. Decisions regarding participation in external projects will be guided by the principles set out in the INCF Policy Document for involvement in external funding proposals.

Roles and responsibilities

The Executive Director is responsible for presentation of proposals for involvement in external funding applications to the Executive committee and the GB. The Executive Committee role and composition is addressed in the "Terms and reference for the INCF Executive Committee".

Process for Approval of an External Funding Proposal

If participation in an external project is sought, the Executive Director will submit a proposal for involvement of INCF and an implementation plan for the resulting activities to the Executive Committee. The proposal and implementation plan should include:

› A justification, including analysis of costs, risks, and benefits, for pursuing this particular external research project based on the guidance described in the policy document and the INCF’s strategic goals, mission and values for 2011-2015, and;

› A Resource statement for the project that includes information on what resources are needed for the project, where they come from, and the financial support needed for the project. The financial statement should include support provided by project funds and any additional funds or in-kind resources needed for the INCF secretariat or other member nodes, and;

› Financial plan for keeping funding streams separate, and;

› Management plan for implementation of the project alongside core activities of the secretariat - this will include the responsibilities for the day to day running of the project, project oversight and monitoring of project outputs, and;

› An Assessment of impact on how this proposed research will impact ongoing and future efforts already tied to INCF’s strategic goals, mission and values for 2011-2015, and;

› A section describing possible conflicts with relationships to other projects, organizations, or researchers, or individual conflicts of interest that may arise as result of participating in this project.
Criteria for assessment

The Executive committee will consider the principles described in the INCF Policy document, namely:

› Alignment of the project with INCF’s strategic orientation, goals, mission and values,
› Impact on / added value for the INCF’s ongoing activities,
› Impact on INCF’s position as an independent and impartial international organization
› Provision of an appropriate financial and project management plan
› Current capacity within the organization to embark on additional partnerships

Conflict of Interest

Conflict of interest should be observed carefully by all of the above listed contributors at all stages of decision making and implementation of the proposed plan, having in mind that an individual’s personal interests or concerns may be incompatible with having a role in the decision making process.

Before considering a new proposal for an external grant, members of the Executive Committee will be asked to declare conflicts of interest. A conflict of interest is present for any member who is, or is planning to be, actively involved in the project described or in a competing proposal to the same application procedure, whether as PI, co-PI, contractor or similar, or as part of a group that plays such a role. Members with a conflict of interest must excuse themselves from discussing the specifics of the proposal and cannot vote.

If more than one member of the committee has a conflict of interest additional board members will be invited to join the committee for purposes of discussing, deciding on the future of proposal under review.

In general, as good business practice, all individuals affiliated with INCF and its activities should document all conflicts of interest and they should be made publicly known.