

- Ensure that all declared conflicts of interest and the process by which they are addressed are recorded
- Ensure that there are clear decision criteria for each stage of the search process (shortlisting, interviewing, and site visit) All applicants should be assessed against the same qualifications and criteria.
- Ensure that there are standard interview questions asked of all candidates (the committee should also know the range of answers expected as well as the ideal answer in order to provide a better framework for scoring)
- Have a matrix for evaluating interview question responses.
- Possibly appoint an independent third party to oversee all or part of the process
- Identify any measures implemented to address the conflict of interest e.g. limiting contribution/involvement of the member in conflict by recusal from discussions of the candidate in:

Search committee meetings, (if stepping down is not feasible),
 Faculty (or staff) discussions of hiring discussions,
 Any other discussions about the candidate outside these contexts.
 Abstain from feedback, ranking, or votes pertaining to the hire.

CRC COI Policy:

- The Canada Research Chairs program complies with Conflict of Interest and Confidentiality Policy of the Federal Research Funding Organizations to ensure the effective management of conflict of interest of any participant in the review process and to ensure, during the review process, confidentiality of personal information and confidential commercial information submitted to the program.
- A conflict of interest is a conflict between a person's duties and responsibilities with regard to the review process, and that person's private, professional, business or public interests.
- A conflict of interest may be deemed to exist or perceived as such when committee members, external reviewers, referees or observers:
 - are a relative or close friend, or have a personal relationship with the nominee;
 - are in a position to gain or lose financially/materially from the funding of the nomination;
 - have had longstanding scientific or personal differences with the nominee;
 - are currently affiliated with the nominee's institution, organization or company including research hospitals and research institutes;
 - are closely professionally affiliated with the nominee as a result of having in the last six years:

frequent and regular interactions with the nominee in the course of their duties at their department, institution, organization or company;
 been a supervisor or a trainee of the nominee;

collaborated, published or shared funding with the nominee, or have plans to do so in the immediate future; or,

been employed by the nominating institution; and/or

- feel for any reason unable to provide an impartial review of the nomination.

The Canada Research Chairs program reserves the right to resolve areas of uncertainty and to determine if a conflict exists.