

**Standard Operating Procedure for Lake States Fire Science Consortium  
Intern Funding and Participation by LSFSC Administrative Committee  
Updated 09/05/2018**

## **Purpose and Scope**

To allow Lake States Fire Science Consortium (LSFSC) Principal Investigator's (Administrative Committee) and Advisory Board the opportunity to be a collaborator on LSFSC Intern Project Proposals.

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## **Submission Policy**

A member of the Administrative Committee or Advisory Board may be part of an Intern Project Proposal:

- As long as only listed as a collaborator on the project; they cannot serve as the lead investigator
- If a proposal is funded, the funding should not be linked directly to the LSFSC Collaborator (i.e., monies directly received by their lab)

## **Review Policy**

Appearance of a conflict of interest (COI): Any situation that could cause a reasonable person with all the relevant facts to question the impartiality of the reviewer or that leads a reviewer to question his or her objectivity means that the reviewer:

- Has the responsibility to recuse themselves from reviewing a specific proposal if they determine there is a real or perceived COI
- Reviewers can review other intern proposals if there is no COI.

### Real or Perceived COI:

- The reviewer is named on the application in a major professional role
- The reviewer (or close family member) would receive a direct financial benefit if the application is funded
- The PI or others on the application with a major role are from the reviewer's institution or institutional component (e.g., department)
- Within in the past three years, the reviewer has been a collaborator or has had any other professional relationship (e.g., served as a mentor) with any person on the application who has a major role

### Not considered a COI:

- A proposal originates from an institution where the reviewer has collaborators, but the reviewer's collaborators are not listed on the application
  - The reviewer freely donates information or materials to the proposed project, and this information or materials are also available to other researchers
  - The reviewer is a member of a research network that involves a person with a major role on the proposed project
  - The reviewer is a co-author of a non-research publication (e.g., technical report, review, commentary) or a mega-multi-authored publication with a person with a major role on the proposed project.
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Administrative Committee as of March 2018:

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