



ISDAM FUNDING GUIDE AND CONFLICT OF INTEREST GUIDELINES

This document outlines the principles that guide the International Society for Diet and Activity Methods (ISDAM) in disclosing, identifying, and managing potential conflicts of interest (Col) and in managing partnerships and external funds. These guidelines were prepared by the ISDAM Board to support [the Society's bylaws](#). The conflict of interest guidelines were approved on January 31, 2025.

ISDAM is dedicated to being fully transparent regarding its Col management policy. The policy will be reviewed by the Board at least every other year, and more frequently as needed, and revised in response to emerging developments and questions.

Article I

Definitions

Membership: As defined in its By-laws, ISDAM defines membership according to the following categories:

- a.** Regular Member - Any professional person working in academia, governmental agencies, or non-profit organizations.
- b.** Early Career Member - Any person working in academia, governmental agencies, or non-profit organizations, who is within ten years of receiving their terminal degree.
- c.** Student Member - Any student currently enrolled in an accredited undergraduate or graduate degree-granting program at an educational institution of higher learning. Student Membership shall terminate at the end of the first membership year in which the student is able to apply for Early Career Membership, which shall be in the calendar year following completion or departure from the degree-granting program.
- d.** Associate Member - Anyone working in a for-profit enterprise.
- e.** Retired Member - Any person retired from working in academia, governmental agencies, for-profit, or non-profit organizations.

Interested Party: Any individual, group, organization, or entity (including ISDAM Board members and members of Col committees) having a direct or indirect financial interest, as defined below.

External funding: Financial or in-kind support received from external partners to support activities of ISDAM and its conference, the International Conference on Diet and Activity Methods (ICDAM).

Financial Interest: Any of the following, obtained directly or indirectly, or through business, investment, or family:

a. An ownership or investment interest (including potential ones) in any entity with which ISDAM has (or is negotiating) a transaction or arrangement

b. A compensation arrangement (including potential ones) with ISDAM or with any entity or individual with which ISDAM has (or is negotiating) a transaction or arrangement

Compensation includes direct and indirect remuneration (including financial or in-kind support for research) as well as gifts or favors of a substantive amount (e.g. 500 USD). A financial interest is not necessarily a Col. Under Article III, Section 2, an appropriate committee delegated by the Board can review the financial interest and certify that the interest is not a Col.

In-kind contributions: Non-financial contributions of goods, services, or transactions provided by a partner or sponsor.

Partners: Partners are external/third parties to ISDAM that may work with ISDAM to organize a satellite meeting for ICDAM or other events, such as webinars.

Sponsors: Sponsors provide a financial contribution toward an event such as ICDAM and in return they may have the opportunity to exhibit their programs or products and to receive recognition on the ISDAM website and ICDAM program.

Article II

Defining conflicts of interest in relation to ISDAM

ISDAM engages with interested parties that share its vision and mission related to advancing methods in nutrition and physical activity assessment. While we recognize the valuable contributions of individuals working in all sectors to diet and activity methods research, associations with industry and private corporations with vested interest in ISDAM's vision and mission may result in loss of credibility due to perception bias. This loss of credibility can cause irreparable damage to the reputation of the Society and undermine its ability to support the advancement of diet and activity methods.

The guiding principles and procedures for engaging partners and sponsors in any activities of ISDAM are the following:

- To limit the risk of important moral and ethical risks, ISDAM **will not partner with nor consider external funding or in-kind contributions** from individuals or organizations with direct or indirect associations with, or interests in, the food, beverage, dietary supplement, or pharmaceutical industries in the past five years. Such individuals also may not be a member of the ISDAM Board, unless they have transitioned to being a retired member.
- Potential partners or sponsors who do not have associations or interests in the food, beverage, dietary supplement, or pharmaceutical industries in the past five years will need to demonstrate that they align with the vision and mission of the Society.

- All partnerships and external funding opportunities, including those related to the scientific conferences, as well as compliance with the ISDAM vision and mission will be examined, evaluated, and ultimately approved or rejected by the Board.
- All approved partnerships with or external funding from partners will be disclosed in ISDAM's annual report and website and reported to the Annual General Meeting of ISDAM members. The information shared will include, at minimum, the donor, amount, allocation, and justification.

Article III

Procedures related to disclosing and managing potential Col

1. Duty to Disclose

In connection with any actual or possible Col, an interested party must disclose the existence of the financial or in-kind interest and be given the opportunity to disclose all material facts to the Board and members of delegated committees considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial or in-kind interest and all material facts, and after any discussion with the interested parties, the interested parties shall leave the meeting while the determination of a Col is discussed and voted upon. Any interested members of the Board or committee must also recuse themselves from the deliberation. The remaining Board or delegated committee members shall decide if a Col exists.

3. Procedures for Addressing the Conflict of Interest

- a.** If a potential Col is identified, the chairperson of the Board or committee shall, if appropriate, appoint a disinterested person or subcommittee to investigate potential alternatives or arrangements to the proposed transaction.
- b.** Any such alternatives shall be reviewed by the Board or committee within a reasonable timeline to determine if they produce the same or similar result without the presence of a Col. If no viable alternative exists, the Board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the best interest of and of benefit to ISDAM and whether it is fair and reasonable. In conformity with the above determination, the Board shall then decide whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

- a.** If the Board or committee has reasonable cause to believe an interested party has failed to disclose actual or possible conflicts of interest, it shall inform the interested party of the basis for such belief and afford them the opportunity to explain the alleged failure to disclose.
- b.** If, after hearing the interested party's response and after making further investigation as warranted by the circumstances, the Board or delegated committee determines the member has failed to disclose an actual or possible Col, it shall take appropriate

corrective action, including terminating an on-going transaction with the party.

Records of Proceedings

The minutes of all Board and delegated committee meetings shall contain:

- a.** The names of the persons or parties who disclosed or otherwise were found to have a financial or in-kind interest with an actual or possible Col, the nature of the financial or in-kind interest, any action taken to determine whether a Col was present, and the Board's or committee's decision as to whether a Col existed.
- b.** The names of the persons or parties who were present for discussions, aggregated vote tallies relating to the transaction(s) or arrangement(s), summaries of the key discussion points (including any alternatives to the proposed transaction or arrangement), and a record and tally of any further votes that occurred during the proceedings.

Annual Statements

Each member of the Board and delegated committees shall annually sign a statement that affirms such person:

- a.** Has received a copy of the conflicts of interest policy,
- b.** Has read and understands the policy,
- c.** Has agreed to comply with the policy, and
- d.** Understands ISDAM is a charitable organization that maintains its US federal tax exemption by engaging primarily in activities that align with its tax-exempt purposes.

Article IV

Procedures related to the management of external funding and in-kind contributions

To support its activities, including ICDAM, ISDAM considers partnerships with and sponsorship by external individuals and organizations. In keeping with the principles described above, any individual or organization partnering with ISDAM must declare no direct or indirect association with the food, beverage, dietary supplement and pharmaceutical industries over the past five years. The partner must demonstrate that they have a Col and transparency policy that is consistent with that of the ISDAM.

Types of funding

Unrestricted funding: Financial support received through eligible donations or in response to ISDAM-initiated solicited partnerships will constitute an unrestricted financial pool, to supplement the core ISDAM budget, and will be allocated to further the ISDAM vision and mission. These funds cannot be used to support ISDAM administrative activities, Board member travel, or any operational expenses already allocated to separate budgets. Partners and sponsors will be recognized on the ISDAM

website and other appropriate dissemination channels, but may not use the ISDAM logo on their products or materials.

Scholarship and bursary funding: ISDAM Board-approved solicitations for scholarship and bursary funding must be incorporated into a specific scholarship pool. Decisions on allocation will be the exclusive responsibility of the Board or a Board-delegated committee, strictly based on merit, need, and in alignment with initiatives such as efforts to enhance inclusion of participants from underrepresented groups. Partners and sponsors will be recognized on the ISDAM website and other appropriate dissemination channels, but may not use the ISDAM logo on their products or materials.

In-kind contributions: Partners providing support to ISDAM through contributions such as use of venues or rooms at no cost will be recognized on the ISDAM website and other appropriate dissemination channels, but may not use the ISDAM logo on their products or materials.

Article V

Partner and private sector participation in ICDAM

Given the visibility of the Society's conferences, it is important to establish a set of guidelines for participation by individuals affiliated with the private sector and for private sector organizations.

Industry may seek to participate in scientific meetings to highlight relevant findings from in-house research programs, as well as to explain the scientific basis of products. That information may be of interest to nutrition and activity researchers in general. Furthermore, industry participation in scientific meetings provides an opportunity for peer evaluation of results, which may impact a large number of consumers. At the same time, scientific meetings can be used to promote products and attempt to exert undue influence on the scientific discourse.

Accordingly:

- Conference sponsorship and in-kind contributions:
 - The Society will accept no external funding or in-kind contributions towards the organization of its conferences or other events from organizations or individuals with vested interest in the food, beverage, dietary supplement, and pharmaceutical industries over the past five years.
 - Any external financial sponsorships from eligible partners, including those from the private sector, to support ISDAM, including its conferences, will be directed to an unrestricted pool, overseen by the Board or a delegated committee.
 - ICDAM sponsors will be recognized on the ISDAM website and other appropriate dissemination channels, but may not use the ISDAM logo on their products or materials.
 - Sponsors may demonstrate devices to attendees and provide samples aside from branded foods, beverages, and supplements. No food, beverages, or supplements carrying the private sector logo are permitted to be offered to conference attendees.

- Conference materials provided to participants cannot include bags, gifts (pens, notebooks, sample products, etc.), or any other materials containing the logo or name of a company or product.
- Conference participation and presentations:
 - This CoI policy will be shared with participants at ICDAM registration.
 - Individuals from the private sector, including from the food, beverage, dietary supplement, and pharmaceutical industries, may submit proposals for workshops, symposia, and oral and poster presentations to ICDAM. Submissions will be evaluated for their scientific merit and relevance to the conference theme and program.
 - ICDAM presenters, including those in the poster sessions, will be required to provide a disclosure of all interests, including affiliations with the food, beverage, dietary supplement, and pharmaceutical industries in the past five years.
 - Satellite meetings sponsored by the food, beverage, dietary supplement, and pharmaceutical industries are not permitted.
- Conference hosting:
 - Bids to host ICDAM that include individuals who work for the foods, beverages, dietary supplements or pharmaceutical industries will not be considered.