IBC: Management of IBC Members and Consultant Conflict of Interest

Policy number: 202

Date: 07/10/13

References:
NIH Guidelines Sections IV-B-2-a-(4)
Board of Regents Institutional Conflict of Interest Policy
http://www1.umn.edu/regents/policies/administrative/Institutional_COI.pdf

Cross Reference:
101 Role of Institutional Official
201 Membership and Roster management
Report of External Professional Activities (REPA)

Definitions:
None

1.0 Reason for Policy
This policy describes the management of possible conflicts of interest for IBC members, chairpersons, consultants, guests, and HRPP staff.

2.0 Scope of Policy
This policy applies to IBC committee members and consultants to the IBC.

3.0 Policy Statement
IBC members will follow University of Minnesota policies for the reporting and management of conflict of interest. No IBC member, consultant, or guest participates in the initial or continuing review of any protocol for which they have a conflict of interest. Conflict of Interest is noted on
review sheets. This includes review of any material submitted over the course of the study or the duration of the member’s term.

All conflicts of interest are appropriately disclosed to the Chairperson of the IBC at the beginning of the convened meeting. If the chair has a conflict, s/he may not chair the meeting during consideration of the submission in which the conflict resides.

To avoid perception of a conflict of interest, members, consultants, and staff are prohibited from accepting gifts from sponsors according to the same prohibition that binds researchers.

Procedures
At the beginning of each meeting the IBC Chairperson asks for disclosure (or discloses his own) of any conflict of interest. Members are polled (to assure maintenance of quorum), regarding which studies they will recuse themselves from and therefore leave the room during deliberations and voting. They may answer questions regarding the project before they leave if asked by the committee.

Conflicted members and consultants leave the room and are not counted in the vote. Recusal from the vote is noted both in the minutes and in regular post-meeting correspondence to the investigator. If the member and investigator are one in the same, he/she receives subsequent written communication from the meeting just as though he/she had not attended the meeting. Conflict of interest includes, but is not limited to, the following:

Conflict of Interest
The IBC member, Chair, consultant, IBC staff member:

- Is or will be an investigator in the research
- Has a financial or managerial interest in a sponsoring entity or product being evaluated in the research, as defined by University of Minnesota COI policy
- Has a family (either by blood, law, or marriage) or personal relationship with an individual who is one of the investigators or who has a significant financial or managerial interest in a sponsoring entity or product being evaluated in the research, as defined by University of Minnesota COI policy
- Has a non-financial conflict of commitment or personal relationship, either positive or negative, i.e. subjects are students or employees of the researcher

4.0 Required approvals for this document

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<thead>
<tr>
<th>Title</th>
<th>Name</th>
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<tbody>
<tr>
<td>Executive Director, HRPP</td>
<td>Debra Dykhuis</td>
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5.0 Revision History

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<thead>
<tr>
<th>Revision</th>
<th>Reason for change</th>
<th>Date of release</th>
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<tr>
<td>07/10/13</td>
<td>Director and minor edits</td>
<td>07/10/13</td>
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<tr>
<td>06/21/10</td>
<td>Policy approved at IBC meeting</td>
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<tr>
<td>12/07/09</td>
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<td>02/26/10</td>
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<tr>
<td>11/25/09</td>
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To obtain a copy of a historical policy, e-mail ibc@umn.edu or call 612-626-5654