

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 1	Administration and Organization	Effective:	June 2008
Section 1.6	Administrative Committees	Revised:	
<b>Policy 1.6.15</b>	<b>Institutional Conflict of Interest Committee</b>	Responsibility:	Vice President for Research

## **INSTITUTIONAL CONFLICT OF INTEREST COMMITTEE**

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### **Members**

1. Senior faculty member
  2. Two representatives from the Health Science Center
  3. Three members from the community
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### **Ex-Officio (without vote)**

1. Chief Legal Officer
  2. Assistant Vice President for Research and Sponsored Programs
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### **Chair**

Designated by the Vice President for Research for a two year term. The Committee reports to the Vice President for Research.

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### **Charge**

The Committee is responsible for:

1. Reviewing disclosures that present or appear to present an institutional conflict of interest;
2. Reviewing conflict resolution plans that are developed by the affected individual;
3. Documenting the Committee's findings and the basis for the approval of conflict resolution plans, including steps to be taken to manage the conflict or minimize the potential for conflict of interest by reducing or eliminating the interest;
4. Overseeing projects that are managed with respect to conflicts of interest; and,
5. Communicating to the IRB, and to responsible institutional officials, summary information about the nature and amount of the institutional financial interest in human subject research, along with the Committee's findings.

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**Term of  
Membership**

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Three years

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