

 <p>Institutional Biosafety Committee Guiding Principles and Procedures</p>	<p>Effective: 2011</p> <p>Revised: June 13, 2014, October 2016, August 2021, October 2022, February 2023</p>
<p>Title: Conflict of Interest IBC Members</p>	<p>Page 1 of 2</p>

Guiding Principle

No IBC Committee Member may participate (other than to provide requested information) in the review of any protocol in which that member has a conflicting interest. This also applies to alternate members, non-voting members, ex-officio members, consultants or any other guest in attendance. The conflicted IBC member must excuse (recuse) him/herself from deliberation, discussion, and vote related to such protocol.

1.0 Requirements

Section IV-B-2-a-(4) of the NIH Guidelines states that no member of an IBC may be involved in the review or approval of a project in which he or she has been or expects to be engaged or has a direct financial interest.

NIH encourages institutions to develop formal conflict of interest policies since this promotes attention to this matter and consistent approaches to dealing with it.

NDSU Policy 823 - FINANCIAL CONFLICT OF INTEREST – PUBLIC HEALTH SERVICE, NATIONAL SCIENCE FOUNDATION OR OTHER APPLICABLE SPONSORED RESEARCH

2.0 Procedure

2.1 Conflicting interest includes, but is not limited to, the following circumstances where a member of the IBC:

- Is or will be an investigator, secondary investigator or other member of the research staff on the protocol;
- Has a financial or managerial interest in the sponsoring entity or product being evaluated in the research;
- Has a close family relationship with an individual who is one of the investigators or who has a significant financial or managerial interest in the sponsoring entity or product being evaluated in the research;

- Perceives him/herself to have a personal conflict with the project that could suggest potential bias.
- Is involved in a potentially competing research program, has access to funding or intellectual information that may provide an unfair competitive advantage, or feels that his/her personal biases may interfere with their impartial judgment.

2.2 If any investigator submitting a protocol believes that an IBC member has a potential conflict, the investigator may request that the member be excluded from reviewing the protocol. The Chair or their designee will present the declared conflict and the Committee will determine whether a conflict exists.

2.3 Should an IBC member declare involvement in any way in a research protocol under review by the IBC, or state a conflict of interest related to the research protocol, then the member:

- Is permitted to remain in the meeting room if requested by the IBC to provide information;
- Must leave the meeting room during discussion, deliberation and voting; and
- Is not counted towards quorum.

3.0 When to Disclose

3.1 Committee members must inform the IBC administrator of any conflicts/potential conflicts at the time a review is assigned. The administrator will reassign reviewers as needed.

3.2 Committee members that may have a conflict or potential conflict with a full board protocol being reviewed, must disclose the conflict at the beginning of the meeting prior to discussion.