

INSTITUTIONAL BIOSAFETY COMMITTEE STANDARD OPERATING PROCEDURE		
SOP Title: IBC Member or Consultant Conflict of Interest		
SOP Number: IBC-PP-011	Revision Number: 2	Section: Biosafety
Author: Patricia Cox		Effective Date: 9/2/09

1. Purpose

- 1.1. This procedure refers to IBC applications only.
- 1.2. The purpose of this procedure is to define conflict of interest (COI) for the purposes of IBC review and outline procedures resulting from a COI.

2. Key Word Definitions

- 2.1. BSO: Biological Safety Officer
- 2.2. ORC: Office of Research Compliance
- 2.3. IBC: Institutional Biosafety Committee
- 2.4. IO: Institutional Official
 - 2.4.1. Vice President for Research and Economic Development

3. Responsibilities and Authorities

- 3.1. IBC Chair
 - 3.1.1. The Chair is responsible for monitoring compliance with this SOP.
- 3.2. IBC Member
 - 3.2.1. Each IBC member is responsible for revealing any potential conflict of interest to the IBC Chair as soon as it is recognized.
- 3.3. Consultant
 - 3.3.1. Each consultant is responsible for revealing any potential conflict of interest to the IBC Chair as soon as it is recognized.

4. Items Needed

- 4.1. None

5. Procedure

ORC Standard Operating Procedure

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- 5.1. No IBC member may participate in the review of an application in which the member has an actual conflicting interest or the appearance of a conflict exists, except to provide information requested by the IBC.
- 5.2. IBC members should leave the meeting room before deliberation and voting on research in which they have a conflicting interest. The minutes will reflect the member as being absent with an indication that a conflicting interest was the reason for the absence.
- 5.3. In order to avoid real or perceived conflicts of interest, (i) no participating IBC member may hold an equity interest (e.g. partnership, stock, or profit-sharing) in the organization requesting IBC review; (ii) no participating IBC member may be paid more than reasonable compensation or receive more than reasonable benefits for IBC-related activities; (iii) no IBC member may receive compensation or benefits under arrangements that could impede or discourage objective decision-making.
- 5.4. Conflicting interest may also include cases where the member is involved in an independent and potentially competing research program; cases where access to funding or intellectual information may provide an unfair competitive advantage; or in cases where the member's personal biases (including personal relationships) may interfere with his/her impartial judgment.
- 5.5. If the investigator submitting a protocol feels that an IBC member has a potential conflict, the investigator should be encouraged to write the IBC Chair requesting that the member be excluded.
- 5.6. If the Chair determines that a member has a conflicting interest, the Chair in consultation with the IO may require the member to recuse themselves.
- 5.7. If it is determined that the Chair has conflicting interests, the Vice-Chair will manage the meeting during the absence of the Chair.
6. Associated SOPs
 - 6.1. IBC-PP-006 Use of Consultants in IBC Application Review
 - 6.2. IBC-PP-012 IBC Application Submission, Review and Approval
7. Associated Forms

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7.1. Conflict of Interest form

8. References

8.1. *NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules* Section IV-B-2-a (4).

9. Revision History

9.1. Revised 4/1/2013 and approved 5/15/2013

9.2. Revised 7/29/2015 and approved 9/16/2015

10. Approvals

Reviewed by: _____ Date Reviewed: _____
Biological Safety Officer

Approved by: _____ Date Approved: _____
IBC Chair