

## I. Introduction

The Conflict of Interest Review Committee's objective shall be to attempt to manage, reduce, or eliminate conflicts in an efficient and amenable manner. The purpose of this Standard Operating Procedure (SOP) is to define the roles and responsibilities associated with convened CIRC review of Significant Financial Interests.

## II. Definitions

**Conflict of Interest (COI) Disclosure** - the Mississippi State University Conflict of Interest Disclosure Form.

<http://orc.msstate.edu/conflict/forms/>

**Convened CIRC meeting** – meeting where a quorum exists. A quorum occurs when more than ½ of the voting membership is present and voting. This may also be referred to as full committee meeting.

**Financial Conflict of Interest (FCOI)** - a Significant Financial Interest (SFI) that could directly and significantly affect the design, conduct or reporting of Research or a Sponsored Program.

**Significant Financial Interest (SFI)** - significant financial interest as defined in the MSU Policy (OP 70.09).

<http://www.msstate.edu/dept/audit/PDF/7009.pdf>

## III. Procedures

1. The COI Staff will determine if quorum is established at the onset of the meeting. The review of SFIs may only occur at meetings where a quorum is present. No official actions may be taken at a meeting without a quorum present. Should the quorum fail during a meeting (*e.g.*, those with conflicts being excused, early departures) the meeting must be terminated from further votes until the quorum can be restored. The CIRC Chair presides over the meetings and votes as part of the regular membership.
2. Meetings are scheduled on an as-needed basis throughout the year. Notice of time and place shall be given at least one week in advance to CIRC members. The Committee Chair may call a special meeting upon three days written, electronic or telephonic notice. Members will be provided with an agenda a minimum of 2 business days prior to the scheduled meeting.
3. The CIRC shall use its best efforts to reach a final determination as to any real or apparent FCOI referred to them within a reasonable timeframe which is compliant with any applicable regulations.
4. Virtual Participation. Wherever possible, CIRC meetings should take place with all participating CIRC members physically present. However, circumstances sometimes warrant conducting CIRC meetings via telephone conference call. Therefore, provided that

- a. Each participating CIRC member has received all pertinent material prior to the meeting; and
- b. Each participating CIRC member can actively and equally participate in the discussion of all SFI issues (*i.e.*, each member can hear and be heard by all other participating members), official Committee actions may be taken at a meeting in which members participate via telephone or video conference.

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Conflict of Interest Review Committee Chair

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Date