



IBC Title:	Conflicts of Interests of IBC Members		
SOP #105	IBC	IBC Approval Date:	April 20, 2020

1 SCOPE

No IBC member may participate in the review of an application in which the member has an actual conflict of interest or when the appearance of a conflict exists, except to provide information requested by the IBC.

2 PURPOSE

2.1 This SOP establishes the process to identify and manage conflicts of interest, financial or otherwise, of IBC members.

2.2 The process begins when an IBC member is asked to review an IBC submission.

2.3 The process ends when an IBC member has either identified a conflict of interest and notified the IBC Chair, or when an IBC member has determined that he or she does not have a conflict of interest.

3 SOP Statement

3.1 IBC members are responsible for knowing the definition of a conflict of interest and disclosing when they have a potential conflict of interest. IBC members should consult TAMUS Regulation 15.01.03, Financial Conflict of Interest in Sponsored Research, for more information.

4 RESPONSIBILITIES

4.1 IBC members (primary and alternate) follow these procedures.

5 PROCEDURE

5.1 Before reviewing an application, IBC members are to determine whether they have a conflict of interest with the research.

5.2 If an IBC member has a potential conflict of interest in connection with a review outside a meeting for which he or she has been assigned as primary or scientific reviewer, he or she is to notify the IBC Chair and return all materials so the submission can be re-assigned.

5.3 If an IBC member has a potential conflict of interest in connection with a review of research at a meeting, he or she is to notify the IBC Chair and leave the meeting room for discussion and voting regarding that research.

5.3.1 IBC staff will record in the meeting minutes the name of the IBC member leaving the room because of a conflict of interest.

5.3.2 The IBC member with a conflict of interest will not count towards quorum.

5.3.3 The IBC member may stay in or re-enter the meeting during the discussion solely to answer any clarifying questions the IBC may have.

6 REFERENCED MATERIALS

6.1 Texas A&M University System Regulation 15.01.03 Financial Conflicts of Interest in Sponsored Research

6.2 University Rule 15.01.03.M1 Financial Conflicts of Interest in Sponsored Research

7 VERSION HISTORY

7.1 Version 1.0.