

LSUHSC-NO COI Committee Charter

Mission

The Conflict of Interest Committee (CIC) promotes and assures integrity, transparency, and objectivity in all research conducted at LSUHSC-NO by reviewing, identifying, and managing disclosed conflicts of interest.

Purpose

Per LSUHSC-NO'S Chancellor's Memorandum (CM)-35, the CIC is a committee appointed by the LSUHSC-NO Vice Chancellor for Academic Affairs (VCAA). The CIC determines whether potential or actual institutional or investigator conflicts of interest exist and, if so, develops an appropriate management plan.

Conflict of Interest Committee (CIC)

Voting Members:

- CIC Chair (1) – Appointed by the VCAA
 - Faculty or staff member recommended by the Office of Research Services (ORS) Executive Director

- CIC Members (4) - Appointed by the VCAA
 - Faculty or staff members recommend by the ORS Executive Director, Deans, or Department Heads

Non-Voting Member (1)

- COI Coordinator – ORS Staff

Membership Terms

The CIC appointment for a voting member is for a three-year period with the option to renew, upon mutual agreement, for one additional three-year period.

Meetings

The CIC typically does not hold convened meetings; however, a meeting will be held if it is necessary to properly develop a COI management plan to reduce, manage, or eliminate the conflict. A quorum must be present for any vote. A quorum consists of a majority of voting CIC members at the time of the meeting.

Recusals

Before the CIC review process has begun, a CIC member must recuse themselves from reviewing and developing a COI management plan if they have a potential COI for the research project.

Procedures

Annual COI Disclosure Form

An annual COI disclosure form must be submitted in the current electronic COI system for anyone who proposes, conducts, reports, or approves of the results of research, regardless of the funding source. The COI disclosure form must be updated within 30 days of discovering or acquiring any new or previously undisclosed COI. There is no minimum threshold for disclosure of a COI. This applies to, and requires compliance by, all LSUHSC-NO administrators, faculty members (including part time, gratis, and visiting faculty), students (including post-doctoral fellows), house officers, staff, and other employees.

An annual COI disclosure form must be submitted via Adobe Sign for senior level administrative personnel (Chancellor, Vice Chancellors, and Deans). They must disclose any equity interest valued over \$100,000.

After a COI disclosure form has been submitted, it will undergo an initial review by the COI Coordinator and CIC Chair to determine whether there is a COI for a research project and if a COI management plan must be implemented. If necessary, the COI disclosure form will be reviewed by the CIC.

COI Management Plan

The CIC reviews and develops most COI management plans via email. The CIC receives a COI management plan that has been drafted by the COI Coordinator and CIC Chair for a specific research project that has been routed through the Office of Research Services. Each member of the CIC responds to the email with their suggestions and vote to reduce, manage, or eliminate the conflict. If a COI management plan involves human subjects, it must also be approved by the IRB at their full board meeting. Once a management plan is agreed upon, it is sent to the investigator(s) and appropriate institutional officials for review and signature via Adobe Sign.

Records

Records relating to COI disclosures, COI management plans, and CIC reviews are maintained by the ORS for at least three years after the date of the final expenditure report, termination, or completion of the research project.