

TITLE:	Standard Operating Procedure (SOP) Disclosure of Conflict of Interest - Researcher	NUMBER:	NSHA REB-SOP-1-006B
Effective Date:	April 2014	Revision:	September 29, 2017
Applies To:	NSHA REB Members and REB Office Personnel		

1. PURPOSE:

The purpose of this standard operating procedure (SOP) is to describe possible conflicts of interest (COI) for Researchers and research staff engaged in human participant research, and the requirements and procedures for disclosure and managing COI.

2. POLICY:

A COI may arise when activities or situations place an individual or institution in a real, potential or perceived conflict between the duties or responsibilities related to research, and personal, institutional or other interests. Such competing interests may influence professional judgment, objectivity and independence and can potentially influence the outcome of a decision, for personal benefit. A COI may exist even if no unethical or improper act results from the conflict.

Researchers and research staff should identify and manage COI to maintain the public confidence and trust and to maintain the independence and integrity of the research process. If a COI cannot be avoided, procedures should be in place to manage and/or to mitigate the conflict.

This SOP is not intended to prohibit Researcher relationships with companies; however, the REB must ensure that participant protection, the integrity of the ethics review, and the conduct of the research are not jeopardized by an unidentified and unmanaged COI.

The REB will strive to identify and manage COI to maintain the public confidence and trust and to maintain the independence and integrity of the ethics review. It is the goal of the NSHA REB to eliminate conflicts when possible and effectively manage and disclose conflicts when elimination is not feasible.

The REB must be fair and impartial, immune from pressure either by the sponsor, affiliated organizations or the Researchers whose research is being reviewed, or by other professional and/or non-professional sources.

The standard that guides decisions about determining COI is whether an independent observer could reasonably question whether the individual's actions or decisions are based on factors other than the rights, welfare and safety of the participants.

All REB members and REB Office Personnel are responsible for disclosing any real, potential or perceived COI and for ensuring that the requirements of this SOP are met.

3. DEFINITIONS:

Conflict of interest: circumstance of a person (e.g., Investigator or Research Ethics Board (REB) member) or organization in a real, perceived or potential conflict between their duties or responsibilities related to research and their personal, institutional or other (secondary) interests.

4. PROCEDURES:

4.1. Researcher Disclosure of Conflicts of Interest

- 4.1.1. Researchers submitting research applications to the REB are required to declare any COI including those of his/her sub/co-Researcher(s), research staff, and their immediate families (which includes spouse, domestic partners and dependent child), and close relationships;
- 4.1.2. The Researcher is additionally required to provide information on the clinical trial budget, as applicable, when submitting a research application;
- 4.1.3. Such disclosures shall be in writing and sufficiently detailed to allow accurate and objective evaluation of conflict;
- 4.1.4. The Researcher shall disclose any conflicts to the REB at the following times:
 - With the initial REB application,
 - At each continuing review of the project,
 - Whenever a COI arises, such as changes in responsibilities or financial circumstances;
- 4.1.5. The Researcher shall cooperate with the REB and with other officials involved in the review of the pertinent facts and circumstances regarding any COI disclosed, and shall comply with all the requirements of the REB and with his/her organizational COI policies to eliminate and/or to manage the conflict;
- 4.1.6. The Researcher shall ensure that all requirements from any COI reviews are appropriately incorporated into the corresponding informed consent documents and research, as applicable.

4.2. REB Review of Researcher Conflict of Interest

- 4.2.1. The REB will review each application for disclosure of COI;

- 4.2.2. If the Researcher indicates on the REB application that a conflict exists, the REB will determine whether the disclosed COI is likely to affect or appear to affect the design, conduct, or reporting of the research;
- 4.2.3. The REB review shall focus on those aspects of the COI that may reasonably affect human participant protection and the steps taken should be context-based and commensurate with the risks;
- 4.2.4. In determining the appropriate action, the REB may take into consideration information presented by the Researcher such as:
- The nature of the research,
 - The magnitude of the interest or the degree to which the conflict is related to the research,
 - The extent to which the interest could affect the research,
 - Whether a specific individual is unique in his/her clinical or scientific qualifications to conduct the research,
 - The degree of risk to the human participants involved in the research that is inherent in the research, and/or
 - The management plan for the COI already developed by the Researcher;
- 4.2.5. The REB may approve the research and may require a management plan, which may include changes at the Researcher's or sponsor's expense, to eliminate or to mitigate the conflict. Required actions may include, but are not limited to:
- Divestiture or termination of relevant economic interests,
 - Mandating Researcher recusal from research,
 - Modifying or limiting the participation of the Researcher in all or in a portion of the research,
 - In cases involving equity, by imposing a bar on insider trading or requiring the transfer of securities to an independent financial manager or blind trust, or limited the timing of sales or distributions,
 - Monitoring research (i.e., independent review of data and other retrospective review for bias, objectivity, comprehensiveness of reporting (versus withholding data)),
 - Independent clinical review of appropriateness of clinical care given to research participants, if applicable,
 - Monitoring the consent process, and/or
 - Disclosure of the conflict to organizational committees, research participants, journals, and the data safety monitoring boards;
- 4.2.6. The REB has the final authority to determine whether a COI has been eliminated or managed appropriately;

4.2.7. Any COI management plan will be documented in the final project files. Any discussions at the REB meeting regarding the COI and the management plan will be documented in the REB meeting minutes;

4.2.8. After review by the REB and input by the Vice President (VP) Research, if applicable, the REB may reject research that involves a COI that cannot be appropriately managed.

5 REFERENCES

- 1) Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans 2014 (TCPS2 2014), Chapter 7

6 RELATED DOCUMENTS:

- 1) Confidentiality of Information and Conflict of Interest Agreement
- 2) *Financial Conflict of Interest for National Institutes of Health (NIH), Public Health Service (PHS) and Health and Human Services (HHS) Funding, RS 01-018*

Version History

Effective Date	Major Revisions (e.g. Standard 4 year review)	Minor Revisions (e.g. spelling correction, wording changes, etc.)
October 21, 2016		Reflect the change from nine DHA's to one
September 29, 2017		Harmonized with CAREB/N2 SOP's