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From: Erika Zynda <ezynda@iusb.edu>
To: prostaff@iusb.edu, biweekly@iusb.edu, faculty@iusb.edu, adjunct@iusb.edu
Time: Wed, 06 Nov 2002 06:54:25 -0500
Subject: New Conflict of Interest Policy - from Erika Zynda

I am writing to let you know of changes made by the Board of Trustees to University policy on conflicts of interest, and corresponding changes to our conflict of interest disclosure forms and procedures that are taking effect. I describe these changes below, and explain the new procedures for disclosure, review, and management of conflicts of interest, that all faculty and staff must follow.

Prior policy required conflicts disclosures to be completed only by faculty and staff who conducted research. Under the current policy, all faculty and staff must complete an annual conflict disclosure, if they engage in teaching, research, or service for IUSB. Current policy extends the principle of the prior policy that significant outside financial interests should be disclosed and reviewed to ensure that they are not improperly influencing research, or creating the appearance of doing so, to University teaching and service activities as well.

Under prior policy, conflicts disclosures were reviewed by the Contract & Grants Coordinator and if a potential conflict was identified, the disclosure and recommendations for resolving the conflicts were sent to the Assistant Vice President for Research in RUGS for further review and action. Where no potential conflict was identified, the disclosures were filed and maintained solely within the Office of Research.

Under new procedures, conflict disclosures will be reviewed first at the unit level, and then by the Contracts & Grants coordinator who will maintain all forms for IUSB. The forms will also be sent on to IU Research & Graduate Studies (RUGS) Office in Bloomington for their files. Those forms where either the unit head or the Contracts & Grants Coordinator has identified a potential conflict will be sent to the Research & Development Committee for review and recommendation in consultation with the RUGS Office. Units may, but are not required to, keep copies of the disclosures if they wish. The disclosures will continue to be treated with the confidentiality they have in the past.

As before, disclosures are to be made annually and updated as changes occur (e.g., where the faculty member has acquired a new financial interest, or where a new research project creates the possibility of conflict that did not exist when the investigator last disclosed). Also as before, faculty who serve as principal investigators on research are responsible for ensuring that all staff, students, and post-docs participating in their research complete a disclosure.

The new Conflict of Interest form can be completed on-line at <http://www.iusb.edu/~research/research/newcoi.pdf>
Once the form is complete you should print it, sign it, and send it to the head of your unit (chair, dean, or director). Unit heads should complete their section and send the form to the Office of Research A247. If you would like a hard copy of the form you can request one from my office (4181).

This form must be completed by all faculty and staff engaged in teaching, research, or service on campus no later than November 22, 2002.

If you have any questions regarding conflicts of interest, please contact

