

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 1	Administration and Organization	Effective:	October 2001
Section 1.6	Administrative Committees	Revised:	November 2015
Policy 1.6.11	Conflict of Interest Committee	Responsibility:	Vice President for Research

CONFLICT OF INTEREST COMMITTEE

Members

At least eight primary (voting) members, including

1. Conflict of Interest Manager
2. One faculty member from each of the five Schools
3. One member external to the Health Science Center who is involved in research activities in a San Antonio institution or corporation, and
4. One community representative (i.e., with no affiliation with the Health Science Center)

Members shall be determined by background and area of expertise. Membership categories are determined annually based on needs to accomplish the work and based on requirements of federal regulations. One or more formally appointed alternates are assigned for primary members.

Ex-Officio (without vote)

1. Assistant Vice President for Research Operations
 2. Chief Legal Officer
 3. Director, Institutional Review Board
 4. Executive Director, Office of Technology Commercialization
 5. Director, Office of Sponsored Programs
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Chair

Designated annually by the Vice President for Research from the membership. The Committee will report to the Vice President for Research.

Charge

To advise the Health Science Center on institutional and individual conflict of interest; consider any Outside Activity Disclosure Reports that indicate a possible conflict; develop appropriate institutional and

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individual management plans; and any other such tasks as assigned by the Vice President for Research.

The Committee will implement and oversee the conflict of interest program and policies ([Section 10.1.6](#), “Conflict of Interest in Research and Disclosure”, [Section 10.1.9](#), “Conflict of Interest, Conflict of Commitment and Outside Activities”, and [Section 10.1.12](#), “Institutional Conflict of Interest Policy” in the *Handbook of Operating Procedures*). Collectively, these policies outline specific tasks and responsibilities to include: developing individual and institutional conflict of interest management plans; reviewing disclosures from applicable faculty and staff; responding to federal requirements; providing appropriate peer review and recommendations; documenting the Committee's findings and the basis for the approval of conflict resolution plans, including steps to be taken to manage the conflict or minimize the potential for conflict of interest by reducing or eliminating the interest; assisting in monitoring and managing identified conflicts of interest; communicating with other regulatory offices, officials or committees (e.g., Institutional Review Board) and advising senior administration of revisions/modifications to policy/practices.

Term of Membership

Three years, renewable.
