Title: Conflicting Interests of HRRC Members

SOP # HRP- 050
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1 PURPOSE
1.1 This procedure establishes the process to identify and manage Conflict of Interest of HRRC members in which the conflict relates to a submission that is undergoing IRB review.
1.2 The process begins when an HRRC member is asked to review an HRRC submission.
1.3 The process ends when an HRRC member has either identified a Conflict of Interest, notified HRPO staff and removed him/herself from the review process, or when an HRRC member has determined that he or she does not have a Conflict of Interest and the review process continues.

2 REVISIONS FROM PREVIOUS VERSION
2.1 Correction of spelling and grammatical errors throughout SOP.
2.2 Replaced all references to “IRB” with “HRRC.”
2.3 Section 5.4 – edited to more clearly indicate that conflicted members must leave the meeting room prior to deliberation and voting.

3 POLICY
3.1 HRRC members are responsible to know the definition of Conflict of Interest and self-identify when they have a Conflict of Interest.

4 RESPONSIBILITIES
4.1 HRRC members (regular and alternate) follow these procedures.

5 PROCEDURE
5.1 Before reviewing research, HRRC members are to determine whether they have a Conflict of Interest with research.
5.2 If an HRRC member has a Conflict of Interest for a submission undergoing review outside a meeting (e.g., the expedited procedure), he or she is to notify the HRPO staff and the submission will be re-assigned.
5.3 If an HRRC member has a Conflict of Interest for review of a submission for which he or she has been assigned as a primary or scientific reviewer, he or she is to notify the HRPO staff, and the submission will be re-assigned.
5.4 If an HRRC member has a Conflict of Interest for review of research at a meeting, he or she is to notify the meeting chair, stay in the meeting room only to answer questions about the research, and to leave the meeting room for discussion and voting regarding that research.
6 MATERIALS
6.1 None

7 REFERENCES
7.1 21 CFR §56.107(e)
7.2 45 CFR §46.107(e)