1 PURPOSE
1.1 This procedure establishes the process to identify and manage Conflicting Interests of IRB members and consultants to the IRB.
1.2 The process begins when an IRB member or consultant is asked to review a protocol.
1.3 The process ends when an IRB member or consultant has either identified a Conflicting Interest and notified IRB staff, or when an IRB member or consultant has determined that he or she does not have a Conflicting Interest.

2 REVISIONS FROM PREVIOUS VERSION
2.1 Minor changes for AAHRPP accreditation; replaces version dated 8/22/2013.

3 POLICY
3.1 IRB members and consultants are responsible to know the definition of Conflicting Interest and self-identify when they have a Conflicting Interest.
3.2 When the convened IRB reviews research in which an IRB member has a Conflicting Interest, the member must leave the meeting room for the review of that research except to provide information requested by the IRB.
3.3 IRB members may not be involved in the discussion, decision making, or voting on any research in which the member has a Conflicting Interest.
3.4 Consultants with a Conflicting Interest may not be used as consultants.
3.5 Applies to all types of review including exempt determinations, expedited and full-board reviews; review of unanticipated problems in involving risks to participants or others; and review of non-compliance with regulations or laws or the requirements of the IRB.

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

5 PROCEDURE
5.1 Before reviewing research IRB members are to determine whether they have a Conflicting Interest with research.
5.2 If an IRB member has a Conflicting Interest for review outside a meeting (e.g., the expedited procedure), he or she is to notify the IRB staff and return all materials.
5.3 If an IRB member has a Conflicting 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).