



### 1.6.11 Conflict of Interest Committee

Chapter 1 - Administration and Organization	Original Effective Date: October 2001
Section: 1.6 Administrative Committees	Date Last Reviewed: June 2021
Responsible Entity: Vice President for Research	Date Last Revised: June 2021

#### I. Purpose

The purpose of this Policy is to define membership terms and conditions, leadership selection and charge of the Conflict of Interest Committee at UT Health San Antonio (UTHSA).

#### II. Scope

This Policy applies institution-wide to all current and prospective members of the UTHSA Conflict of Interest Committee.

#### III. Policy

##### A. Charge

1. To advise UTHSA on institutional and individual conflict of interest;
2. Consider any Outside Activity Disclosure Reports that indicate a possible conflict;
3. Develop appropriate institutional and individual management plans; and
4. Any other tasks as assigned by the Vice President for Research (VPR).

The Committee will implement and oversee the conflict of interest program and policies outlined in the Handbook of Operating Policies (HOP), including [10.1.6 Conflict of Interest in Research and Disclosure](#), [10.1.9 Conflict of Interest in Procurement Activities](#), and [10.1.12 Institutional Conflict of Interest](#). 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,

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officials or committees (e.g., Institutional Review Board) and advising senior administration of revisions/modifications to policy/practices

### B. Membership

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. Committee is comprised of ten (10) primary members of which half should be faculty representatives. Voting members must include:

1. At least one (1) faculty member from each of the five schools chosen by the VPR from a larger list of eligible faculty members.
2. One (1) member external to UTHSA who is involved in research activities in a San Antonio institution or corporation; and
3. One (1) community representative (i.e., with an affiliation with UTHSA)

### C. Ex-Officio Members (without vote)

1. Conflict of Interest Manager
2. Assistant Vice President for Research Operations
3. Chief Legal Officer
4. Director, Research Protection Programs
5. Executive Director, Office of Technology Commercialization
6. Director, Office of Sponsored Programs

### D. Chair

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

### E. Term of Membership

Members serve on the Committee for a term of up to three (3) years. Membership is renewable.

## **IV. Definitions**

*There are no defined terms used in this Policy.*

## **V. Related References**

*There are no related documents associated with this Policy.*

## **VI. Review and Approval History**

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

<b>Effective Date</b>	<b>Action Taken</b>	<b>Approved By</b>	<b>Date Approved</b>
<b>10/2001</b>	Policy Origination		
<b>11/2017</b>	Policy Revision		
<b>06/2021</b>	Policy Revision		