



Institutional Biosafety Committee (IBC) Conflict of Interest Policy

1.0 Purpose: The purpose of this Institutional Biosafety Committee (IBC) policy is to identify and manage conflicts of interest of the Institutional Biosafety Committee (IBC) members and consultants that may affect or appear to affect their contributions to protocol review, DURC reviews, and the suspension or revocation of laboratory research privileges.

2.0 Policy: Except when providing information at the IBC's request, no IBC Member or Consultant may be involved in the review or approval of research in which she or he has a conflict of interest. Except when providing information at the IBC's request, IBC Members with conflicts of interests as defined in Section 4. may not be involved in deliberations or voting in actions to suspend, revoke or reinstate privileges.

3.0 Roles and Responsibilities:

- a. The Office of Biological Safety will provide each IBC Member with the IBC Conflict of Interest Policy
- b. When IBC Members or Consultants receive materials before a meeting, they have a responsibility to review such materials with the issue of potential conflicts of interest in mind and to disclose any potential conflict to the Office of Biological Safety or the IBC Chair in advance of the meeting when possible. Early disclosure permits the Office of Biological Safety to ensure a quorum for review and for the IBC Member to be excused from any vote on the protocol.
- c. IBC Members or Consultants are also responsible for disclosing potential conflicts of interest to the IBC when issues arise during the course of a meeting regarding research in which the individual may have a potential conflict of interest.
- d. An IBC member or IBC consultant, or an immediate family member of an IBC member or IBC consultant, must disclose if he/she has a personal relationship that may cause bias or create the appearance of bias by the member or consultant in the review of the project.

4.0 Definitions:

- a. **Conflict of Interest:** An IBC Member or Consultant has a conflict of interest with respect to research when:
 - 1) An IBC Member or Consultant, or an immediate family member of the IBC Member or Consultant, has a professional interest as a Principal Investigator, Co-Investigator or Laboratory or Administrative Personnel on the protocol; or
 - 2) An IBC Member or Consultant, or an immediate family member of the IBC Member or Consultant, has an interest that is related to the research and that meets or exceeds one of the following thresholds:
 - o Compensation of \$5,000 or more in a calendar year from a publicly traded or privately held business entity.



Institutional Biosafety Committee - Office of Biological Safety

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- An ownership interest in a publicly traded business entity valued at \$5,000 or more or a 5% or greater equity interest.
 - Any ownership interest in a privately held business entity regardless of the value.
 - A combination of compensation and ownership interests in a publicly held business entity valued at \$5,000 or more.
 - A leadership position in a business entity (e.g. service as an officer, member of the board of directors, or in any other position of trust, confidence, and responsibility for a business entity, whether or not the investigator receives compensation for such service).
 - Proprietary interest of any value including, but not limited to, a patent, trademark, copyright or licensing agreement, managed by the Wisconsin Alumni Research Foundation (WARF).

b. **Immediate Family Member** includes an IBC Member or Consultant’s spouse and dependent children

5.0 Related Documents/Resources

- a. *NIH Guidelines*, Section IV-B-2-a-(4).
- b. UW-Madison, Office of Biological Safety - Institutional Biosafety Committee (IBC) Handbook; found on the OBS website (www.biosafety.wisc.edu).
- c. UW-Madison, Office of Biological Safety - Biohazard Recognition and Control Handbook; found on the OBS website (www.biosafety.wisc.edu).
- d. U.S. Department of Health and Human Services, National Institutes of Health (NIH) - NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules, current version and/or any subsequent revisions.
- e. U.S. Department of Health and Human Services, Centers for Disease Control and Prevention (CDC) and National Institutes of Health (NIH) - Biosafety in Microbiological and Biomedical Laboratories (BMBL), Current Edition.

Original signed & dated Policies are retained by the Office of Biological Safety

Signature	Date
Professor Susan West, IBC Chair	07/02/2014