

Investigator Financial Disclosure (IFD) Committee

Draft: 03 October 2011

Charge:

This committee will establish policies and procedures in accordance with federal, state and Texas Tech University regulations and recognized best practices to promote objectivity in research. The committee will

- Review annual financial disclosures by TTU faculty, staff, and students, compare these with listings of current sponsored projects and gifts, and determine potential for a financial conflict of interest (FCOI);
- Develop and monitor written and signed management plans for those disclosures that present a potential conflict;
- Communicate existence and required details of management plans to the unit head, Institutional Review Board (IRB), and Office of Research Services (ORS)
- Provide guidance about revision of OP 70.37 to implement the 25 August 2011 changes to conflict of interest regulations of the National Institutes of Health (<http://grants.nih.gov/grants/policy/col/>);
- Provide guidance about how best to revise OP 70.37 to incorporate future changes to federal, state, and TTU FCOI regulations;
- Provide guidance about training in objectivity in research and FCOI for the TTU community;
- Provide guidance about TTU policies about investigator participation in human subjects research that may involve a FCOI;
- Provide guidance about policy to manage TTU institutional conflicts of interest;
- Provide guidance about incorporating annual disclosures into the Annual Faculty Review process, in order to provide faculty and colleges with one annual 'deadline' for faculty reports.

The committee will be charged that their work is confidential and will receive appropriate training and resources to conduct confidential reviews of faculty disclosures and management plans.

Appointment:

Committee members and the Chair and Associate Chair will be appointed by the Vice President for Research (VPR). The Office of the Vice President for Research (OVPR) compliance administrator will serve as executive secretary to the committee. After an initial period of staggered appointments, each member's term will be for three years. Reappointments are permissible.

Operating Procedures:

The committee will meet every month in which there is business to conduct. As a minimum, the committee shall meet once a quarter. The committee will develop its own operating procedures in



accordance with federal, state and local regulations, subject to the approval of the VPR to whom the committee reports.

A quorum of at least half of the voting members will be required to conduct official business.

Chairperson:

The chairperson of the committee will be appointed by the VPR.

Responsibilities of the Committee Chairperson: presides over all meetings; and appoints subcommittees as necessary or required.

Associate Chairperson: The associate chairperson of the Committee will be appointed by the Committee.

Responsibilities of the Committee Associate Chairperson: presides over all meetings in the absence of the Chairperson and performs required Committee Chairperson duties in his/her absence.

Executive Secretary: The Executive Secretary of the OVPR compliance administrator.

Responsibilities of the Committee Executive Secretary: prepares the agenda for each Committee meeting in consultation with the chair and is responsible for preparing the official minutes of each meeting.

Membership. The IFD will consist of at least nine voting members. Members must include:

- 1) Six faculty members (without administrative appointments), chosen from a pool nominated by the Deans of all TTU schools and college and the Faculty Senate;
- 2) Three individuals appointed by the VPR, to include
 - a) One member of the local community who does not have family, employment, or institutional ties to TTU; and
 - b) One member of the Research Advisory Council (RAC);
- 3) A minimum of three faculty members who have served as PIs of multi-year sponsored projects;
- 4) At least one member from each of the following schools and colleges: CAS, CASNR, COE, COHS, WCOE;
- 5) The Associate Vice President of Research for Integrity, Ex-officio;
- 6) The Senior Associate Vice Provost, Ex-officio;
- 7) Representative from the TTUS Office of Technology Commercialization, Ex-officio;
- 8) OVPR Compliance Administrator, Ex-officio.

