

**Duke Office of Scientific Integrity**  
**Conflict of Interest Committee Charter**  
**August 26, 2020 (last reviewed/approved)**

**Purpose and Authority**

The Conflict of Interest Committee (COIC) is charged with the protection of the integrity of Duke's research and educational missions, as well as the integrity of the organization and the individual.

- Governed by the [COI/COC](#) policy related to research;
- Advisory to the Deans of Schools & Colleges, Vice President for Research and Provost.

**Membership**

The Committee consists of faculty members with a wide array of experience in the design, conduct, and reporting of research. Members are nominated by the Duke Office of Scientific Integrity (DOSI) within the Office of Research and appointed by the Provost following consultation with the Executive Committee of Academic Council (ECAC). With the goal of fostering diversity, equity, and inclusion, DOSI will seek nominations from Department/Center/Institute leaders and School/College Deans and ensure broad representation from as many research areas across the institution as possible.

Appointed by the Provost, the Chair of the Committee is a voting member of the Committee. The Committee may utilize non-voting consultants (referred to as Ex-Officio's) as deemed appropriate.

Members will serve a three-year term and may be re-appointed to successive three year terms. Members may serve past their term until new members are appointed and adequately oriented.

Committee members must declare any conflicts they have with business brought before the Committee. Those committee members with conflicts do not participate in discussion except to provide information requested by the Committee and do not vote on any issue where they have a conflict.

Examples of conflicts that should be declared and require recusal:

- Committee member (or family member) has a conflict with the same external entity;
- Committee member (or family member) is part of the project involving the individual under review;
- Committee member (or family member) has a relationship with the person under review, they may or may not recuse themselves depending on the relationship. For example, if Co-I on an unrelated project, they would likely recuse themselves. If the relationship was that both individuals were on a department committee of some sort that had nothing to do the COI case, then committee member would likely stay involved;

If the committee member has a similar COI case to one under review, recusal is not required.

Sub-committees may be established as needed by the Committee Chair.

## **Responsibilities**

Committee members are expected to attend meetings either in-person or virtually at least bi-monthly as well as:

- Be well versed on the COI/COC policy;
- Review cases as presented by DOSI-COI team to include management plans, consent agenda's, case reviews, etc.;
- Recuse as appropriate;
- Recommend management and oversight options for complex cases;
- Recommend corrective actions and sanctions for non-adherence to COI policies, cautionary memos, and management plans;
- Advise on Institutional Conflict of Interest (ICOI);
- Other activities as appropriate

The Committee Chair responsibilities include all of the above in addition to leading the meetings, communicating committee decisions to faculty and assisting in the education of faculty regarding COI/COC policies.

## **Meetings**

Meetings will occur monthly, with virtual meeting options available when in-person meetings are not feasible. The Committee must have a quorum, defined as at least 3 voting members present either in person or virtually, to conduct business. A simple majority of the members present is required for a motion to be approved.

*Agenda and Consent Agenda:* DOSI-COI is responsible for setting the agenda and preparing the consent agenda for each meeting. The consent agenda contains specific information about each management plan signed for that month's review.

*Minutes:* A designated DOSI-COI associate will prepare minutes. Each month's minute will be reviewed and approved by the committee members during the next committee meeting or via email review and vote.

Although exceptions may arise, materials are provided to the committee at least two business days prior to the meeting to allow for advanced review.

The Chair will remind members of the importance of declaring a conflict at the beginning of each meeting. The query by the Chair will be recorded in the meeting minutes, along with any member's conflict declaration and recusal. Any member absent from the room because of a conflict of interest will be noted in the minutes and not be counted toward quorum for any vote taken in his/her absence.