APPROVED - UO Senate ad hoc COI-C Committee Meeting Minutes
Thursday, February 19, 2009, Johnson Hall Conference Room
4:00 p.m. to 6:00 p.m.

Voting Members Present: John Bonine, Chair, Jim Brau, Rob Horner, Richard W. Linton, Kyu Ho Youm
Voting Members Absent: Russ Tomlin

Non-voting Members Present: Meg Rowles
Non-voting Members Absent: Lynette Schenkel

1. CALL TO ORDER
John Bonine, Chair, called the meeting to order.

2. APPROVAL OF THE MINUTES
The 2-12-09 meeting minutes were approved.

3. DISCUSSION OF COI Short Form
Bonine presented a draft COI form. It was a shorter version of a form from Stanford University. The draft included language about the kind of activities that an external entity might be engaged in that could present a conflict of interest for an investigator. The committee agreed the language would be helpful to include on the UO disclosure form. Rowles will re-draft the disclosure form to include that language and space for disclosure information.

4. REVIEW OF DRAFT POLICY and FORM
Bonine led the review of the current draft of the Financial Conflict of Interest policy. The discussion focused on exactly who would be required to complete a disclosure and what language would be used to communicate that requirement. The committee agreed that all "Investigators" who apply for or receive external funding would be required to complete a disclosure. It was agreed that the term "Investigator" for the purposes of this policy would be: any person responsible for the design, conduct, or reporting of Sponsored Programs. They went on to define Sponsored Program as externally funded research and other externally funded programs that have deliverables.

A key point of discussion between Brau and Horner, was how to define or identify who the "responsible" people would be on any given project. After much discussion among the committee members, it was agreed that the Principal Investigator was the only person that could identify the people responsible for the design, conduct, or reporting on any particular project. To facilitate that identification, the committee discussed the possibility of providing that information on the Electronic Proposal Clearance System, through the Office of Research Services and Administration (ORSA).

The committee then moved on to discuss if annual disclosures should be required by these individuals. An annual disclosure process would facilitate a smoother grant application process by being able to note that a disclosure was on file and that there were no changes rather than having to complete a COI form with all of the other grant related requirements. Annual disclosure is also considered a 'best practice' and has some administrative benefits, such as broad announcement and communication to the UO community. The due date of May 1 for the

annual disclosures was viewed as a date that would be easiest for faculty to provide timely and accurate information for the prior year's activities.

The new policy will require that "Investigators" disclose only "Significant Financial Interests" in external entities that are operating in areas related to their research or their other sponsored program. This language may be further refined.

The committee agreed that the number of people required to disclosure has been reduced as has the amount of information those individuals will be required to disclose.

Some sections of the draft policy were stricken or moved. Rowles will provide a redraft of both the policy and form to the committee early next week for their review prior to the 2-26-09 meeting.

Bonine was asked to bring suggested language for the section of the policy that addresses confidentiality of the disclosure documents.

THE MEETING ADJOURNED AT 6:00 p.m.
Minutes transcribed and submitted by Meg Rowles