|  |  |
| --- | --- |
| **Title** | Conflicts of Interest – Board of Directors |
| **SOP Code** | REB-SOP 105C-002 |
| **N2/CAREB SOP CODE** | SOP 105C-003 |
| **Effective Date** | YYYY-MM-DD |

|  |  |  |
| --- | --- | --- |
| **Status** | **Name and Title** | **Date** |
| ***Author of Harmonized Template*** | REB SOPs developed by CATALIS Network | 2023-05-01 |
| ***Approved*** | REB Full Board Meeting, XXX | YYYY-MM-DD |
| ***[Approved] or [Acknowledge receipt]*** | CA, XXX | YYYY-MM-DD |

**Table of Content**

1 Purpose 1

2 Scope 1

3 Responsibilities 2

4 Definitions 2

5 Procedures 2

6 References 2

7 Revision History 3

8 Appendices 3

# Purpose

This standard operating procedure (SOP) deals with potential Conflicts of Interest (COI) in the relationship between the institution and the Research Ethics Board (REB).

# Scope

This SOP pertains to REBs that review human participant research in compliance with applicable laws, regulations and guidelines.

# Responsibilities

All REB members and designated REB staff are responsible for ensuring that the requirements of this SOP are met.

# Definitions

See Glossary of Terms.

# Procedures

Should a COI arise between the institution and the REB, the parties must, in good faith, manage the situation with respect, collaboration and transparency. The process implemented to manage the COI must comply with the institution's policies[[1]](#footnote-1) and applicable regulations.

Organizational policies must address roles, responsibilities and processes for identifying, eliminating, minimizing or managing COIs that may influence research, including their disclosure to REBs.[[2]](#footnote-2) COI management includes, but is not limited to, prevention, review, delegation and application of appropriate solutions identified by the institution.

The REB shall be fair and impartial, free from pressure by the sponsor, the institution, and researchers whose research projects are submitted to it for review. In order to maintain public confidence and preserve the integrity of ethics review, the REB shall act independently and avoid or manage real or apparent COIs. The REB is an autonomous entity within the institution. As such, it must have full decision-making independence with respect to the projects it reviews, which is necessary for the execution of its mandate. The institution shall ensure that the REB is protected from undue influence.[[3]](#footnote-3)

The rule that should guide decisions about the existence of COIs is whether an independent observer can reasonably challenge the actions or decisions of an REB based on factors other than the rights, welfare, and safety of participants.

# References

See footnotes.

# Revision History

|  |  |  |
| --- | --- | --- |
| **SOP Code** | **Effective Date** | **Summary of Changes** |
| REB-SOP 105C-001 | 2019-04-01 | Original version |
| REB-SOP 105C-002 | YYYY-MM-DD | Updated in line with regulations in effect  Updated references |
|  |  |  |

# Appendices

1. Include reference to the policy in force at the institution. [↑](#footnote-ref-1)
2. *Cadre de référence ministériel pour la recherche avec des participants humains*, *Gouvernement du Québec, Ministère de la Santé et des Services sociaux*, October 2020, hereafter “*Cadre*”, art. 2.1. [↑](#footnote-ref-2)
3. *Cadre*, art. 2.4.4. [↑](#footnote-ref-3)