

UNH Financial Conflict of Interest in Research Administrative Procedures

PI submits financial disclosure statement to SVPR

OSVPR staff screen disclosure statement for applicability and completeness

If disclosure statement indicates significant financial interest and proposal will be funded, OSVPR staff:

- Schedule DRC meeting and forward statement and proposed management plan to DRC for review
- Notify OSR ED of PI name, proposal title, and agency
- If human subjects involved, notify IRB Chair

If disclosure statement does not indicate significant financial interest, OSVPR staff inform PI and refer him/her to appropriate office, as necessary

DRC reviews disclosure statement and proposed management plan. DRC either accepts plan or negotiates changes with PI until both parties agree to plan

When agreed upon, DRC co-Chairs and PI sign plan

When plan is approved:

- SVPR communicates approval to PI, OSR ED, others (if any) involved in the plan, and if human subjects are involved, IRB Chair
- OSR ED communicates approval to OSR GCA and sponsor, if appropriate
- Spending on award may commence

PI updates disclosure statement as relationships/interests change, and submits to SVPR

*ED ~ Executive Director
GCA ~ OSR Grant & Contract Administrator
IRB ~ Institutional Review Board for the Protection of Human Subjects in Research
OSR ~ Office of Sponsored Research
OSVPR ~ Office of the Senior Vice Provost for Research
PI ~ Principal Investigator
SVPR ~ Senior Vice Provost for Research*