

## Potential Conflict of Interest Policy

<b>Approving Authority:</b>	Institutional Biosafety Committee Ratified
<b>Approval Date:</b>	
<b>Approved Document No:</b>	Agenda Document 13.0 (03/11 Meeting)
<b>Review Date:</b>	November 2014
<b>Policy Adviser:</b>	Manager, Health and Safety (AGS)
<b>Supersedes:</b>	This policy supersedes the IBC Conflict of Interest Policy 1 November 2007

### Description of the Policy:

This policy describes Griffith University Institutional Biosafety Committee's (IBC) obligations and commitment to managing potential conflict of interest whilst undertaking IBC business.

### Related Policies, Procedures & Forms:

Gene Technology Act 2000  
Gene Technology Regulations 2001  
Guidelines for Accreditation of Organisations  
Griffith University Code of Conduct Policies  
Griffith University Code for the Responsible Conduct of Research  
Australian Code for the Responsible Conduct of Research

---

[\[Introduction\]](#) [\[Scope\]](#) [\[Application\]](#) [\[Delegated Authorities\]](#)

## 1.0 Introduction

As a requirement under the Office of Gene Technology Regulator (OGTR) *Guidelines for Accreditation of an Organisation* Griffith University IBC must have an arrangement in place to deal with conflict of interest potentially arising from any situation in which an individual or committee member is in a position to exploit the professional or official capacity of the IBC in some way for their own personal or research benefit.

---

## 2.0 Scope

This policy and associated procedures applies to members of the Griffith University IBC, invited guests to committee meetings and any person who may be requested or required to undertake a role on behalf of the IBC. This policy should be read in conjunction with Section 11.0 of the Griffith University Code for the Responsible Conduct of Research.

---

## 3.0 Application

### 3.1. Definition

For the purpose of this policy a conflict of interest is defined as:

- An affiliation with any organisation, company, research or other body with whom the IBC member has a direct or indirect financial interest; or
- The IBC member is related, by blood or marriage, to a person who is a principal researcher or researcher undertaking a genetically modified organism (GMO) project proposal they are considering in their role as an IBC member; or
- The IBC member is the principal researcher or is part of the research group or team undertaking a proposal they are considering in their role as an IBC member.

**3.2. Disclosure of potential conflict of interest**

A potential conflict of interest must be disclosed to either the Chairperson or the Secretary of the IBC to ensure:

- The responsible conduct and integrity of decisions made by the IBC members;
- The design, conduct or reporting of research will not be biased;
- Compliance with the Gene Technology Act 2000; and
- Maintaining ongoing access by students, staff and researchers to GMO research activities.

Any non-compliance of this conflict of interest policy should be recorded in IBC meeting minutes.

**3.3. Potential Conflict of Interest during a committee meeting**

- Any IBC member who is aware of a potential conflict of interest should, where practicable declare the conflict of interest prior to the commencement of any meeting to the IBC Chairperson. If required, that member may be required to leave the meeting room prior to discussions and not return until advised.
- The IBC member will be advised of the decision and formal documentation will be made available through the committee minutes.
- Should it become apparent during discussions that an IBC member has a potential conflict of interest and it has not been declared to date, the IBC member needs to declare the conflict of interest immediately to the IBC Chairperson.
- The IBC member with the potential conflict of interest may clarify and/or answer any queries put to them by the committee as required.
- Committee meeting minutes must contain records of all declared conflicts of interest and any measures taken to address the potential conflict of interest.

**3.4. Potential Conflict of Interest during the project application recommendation process**

- The IBC Secretary or their delegate will disseminate project applications for review to IBC review members without ambiguity and to the best of their ability.
  - An IBC review member who is aware of a conflict of interest with regards to a project application should declare the conflict of interest prior to the commencement of the review process.
  - Should it become apparent during the review of a project application that there is a conflict of interest and it has not been declared, the committee member needs to declare the conflict of interest immediately.
  - The IBC member with the conflict of interest may clarify and/or answer any queries put to them by the review members as required.
  - The IBC Secretary or their delegate must inform or advise the IBC Chairperson of the conflict of interest and keep records of all declared conflicts of interests.
  - Any non-compliance of this conflict of interest policy should be recorded and noted during the next committee meeting.
-

#### 4.0 Responsibilities

- 4.1. The Chair person of the IBC, in consultation with committee members is responsible for making a decision regarding the legitimacy of a potential conflict of interest and the requirements for addressing the potential conflict of interest if required.
- 4.2. The committee Secretary must advise the IBC Chair person of the potential of a conflict of interest and must record the nature and resolution of the potential conflict of interest in the committee minutes.
- 4.3. IBC members, invited committee guests and any person who may be requested or required to undertake a role on behalf of the committee are responsible for declaring a potential conflict of interest as soon as they became aware.

---


<i><b>UNCONTROLLED DOCUMENT WHEN PRINTED</b></i>					
Description	Approving Authority	Contact Details	Approved Date	Review Date	Superseded Date
V1.0A	Griffith University IBC	ibc@griffith.edu.au	3 August 2012	N/A	