

Standard Operating Procedure (SOP)

SOP #: 401.121	HRP-121 Organizational Financial Interests
Executive Owner: Vice President Research Operations	Effective Date: 12/1/2016
	Review Date: 09/23/2019

Scope	This standard operating procedure (SOP) applies to the [Conflicts of Interest Officer] at AdventHealth Orlando.
Purpose	This procedure establishes the process to evaluate and manage financial interests of the [Organization]. This procedure begins when the [Conflicts of Interest Officer] identifies an organizational financial interest that can affect the conduct of research. This procedure ends when the HRPP staff members have been provided an updated list of the [Organization]’s financial interests.
Qualified Personnel	The [Conflicts of Interest Officer] carries out these procedures.
Training	Not applicable.
Supplies & Equipment	Not applicable.
Procedure	<ol style="list-style-type: none"> 1. An organizational financial conflict of interests exists when any of the following might affect the design, conduct, or reporting of research: <ol style="list-style-type: none"> 1.1. Licensing, technology transfer, patents 1.2. Investments of the [Organization] 1.3. Gifts to the [Organization] when the donor has an interest in the research 1.4. Financial interests of senior administrators, including individuals identified in HRP-003, and the individuals to whom they report 1.5. Other financial interests 2. Senior administrators are required to disclose their financial interests to the Research Conflicts of Interest Official: <ol style="list-style-type: none"> 2.1. Upon joining the [Organization] 2.2. Every year 2.3. When there are changes to their financial interests 3. The [Organization] considers investments under the control of independent investment managers (e.g., endowment) to be equivalent to diversified mutual funds and therefore not subject to disclosure under this policy. 4. Organizational officials are to notify the [Conflicts of Interest Officer] of any change in the [Organization]’s financial holdings not controlled by the [Organization]’s investment managers. 5. The evaluation and management of an organizational conflict of interest may not vary by funding or regulatory oversight.

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6. Organizational financial interests are managed using “FLORIDA HOSPITAL: INSTITUTIONAL POLICY & PROCEDURE POLICY NUMBER 400.630.”
7. Update the list of investments with information about the name of the company, the names of related companies, and affected products or services.
 - 7.1. Provide the updated list to the HRPP staff member handling the list of investments.

Definition(s)

IRB: Institutional Review Board
HRPP: Human Research Protection Program

Reference(s)

42 CFR §50
 45 CFR §94

Related Documents

Not applicable.

Keywords

IRB, institutional review board, IRB member