



## Office of Research and Sponsored Programs Conflict of Interest Committee Guidelines

### Overview

In the event that a complaint of research misconduct, noncompliance, or a breach of research ethics is submitted against a Stockton University faculty and/or staff member or members, the Office of Research and Sponsored Programs (ORSP) will convene a Conflict of Interest (COI) Committee comprised of faculty members and deans to review all relevant documentation regarding the complaint and the faculty or staff member(s) against whom the complaints have been made of the nature of the complaints and request written documentation from the involved faculty and/or staff member(s).

4. The ED of ORSP will serve as an ex officio member of the COI Committee. The ED is a non-voting, impartial member tasked with convening all Committee meetings, gathering and sharing documentation among Committee members, and overseeing all Committee meetings. The ED also oversees the compiling of the statement of recommendation(s) on behalf of the Committee – with final input and approval of all participating members of the Committee – and the submission of the statement of recommendation(s) to the Office of the Provost.

5. The Research Compliance Officer (RCO) within ORSP will also attend Committee meetings as a non-voting, impartial member. The RCO is tasked with taking notes and storing all relevant documentation on a private, access-controlled SharePoint folder, which will be accessible to all Committee members.

6. One (1) member of the Committee will be from the unit (e.g., School or Division) to which the faculty and/or staff member under review belongs.

7. The Committee members all serve anonymously. The Committee members will not interact with the faculty and/or staff member(s) to preserve impartiality and anonymity. In the event that the COI Committee agrees unanimously to hold a meeting with the faculty and/or staff member(s) in question, the ED of ORSP will schedule and convene the meeting.

8. There will be a minimum of two (2) meetings of the COI Committee. The initial meeting will allow the ED of ORSP to provide an overview of the situation, explain the process for review, and ensure all COI Committee members have access to relevant documentation. The COI Committee will then be given a minimum of ten (10) days but no more than fifteen (15) days to review all relevant documentation.

The COI Committee will reconvene at the second meeting and review the documentation and make recommendations for actions steps. The ED and RCO will both take notes, and the ED will compile a

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