

## CONFLICT OF INTEREST AND ETHICAL COMPLIANCE DISCLOSURE FORM

Use this form to disclose conflicts of interest and ethical compliance to the Office of Research Support at Qatar University.

Type of Reporting  Initial disclosure  Annual disclosure  Change in disclosure of conflict of interest

### **Conflict of Interest Policy:**

Qatar University recognizes that relationships naturally develop between investigators, key research personnel and third parties involved in research projects. These relationships are necessary for the success of our projects. However, they may give rise to conflicts of interest, which may interfere, or give the appearance of interfering, with the protection of human subjects; protection of laboratory animals; control and maintenance of bio-hazardous material; and/or the integrity of the research projects. In order to eliminate or minimize such conflicts, all investigators and key research personnel employed by Qatar University must disclose to the Office of Research Support any financial, professional or personal interests or those of their Immediate Family and Related Persons, which may give rise to actual, potential or perceived conflicts of interest.

### **Ethical Compliance Policy:**

Every Research Personnel employed by Qatar University is expected to conduct his or her research with integrity and intellectual honesty at all times and with appropriate regard for human and animal subjects. Qatar University prohibits research misconduct. Research Personnel engaged in research must not: fabricate data or results; change or knowingly omit data or results to misrepresent results in the research record; or intentionally misappropriate the ideas, writings, research, or findings of others. All those engaged in research are expected to pursue the advancement of knowledge while meeting the highest standards of honesty, accuracy, and objectivity. They are also expected to demonstrate accountability for sponsors' funds and to comply with specific terms and conditions of contracts and grants.

Every Research Personnel employed by Qatar University is expected, in the performance of his or her duties, to comply with all laws and regulations which govern occupational health and safety and to make every reasonable effort to ensure that students, faculty, employees, and visitors are protected from undue health risks and unsafe conditions.

Every Research Personnel employed by Qatar University is expected, in the course of his or her activities: to comply with all applicable environmental laws and regulations; to ensure that Qatar University has obtained all necessary licenses, permits, and approvals; and to employ the proper procedures and controls in the storage and handling of radioactive and toxic materials and in the handling and disposition of hazardous and bio-hazardous wastes.

### **Definitions:**

**Conflict of interest** – a conflict of interest exists when Research Personnel's financial, personal or professional interests would potentially or actually compromise the person's professional judgment in conducting or reporting research. A conflict of interest also exists when it may be *perceived* as compromising the person's professional judgment in conducting or reporting research. Financial, personal or professional interests include those of the research personnel and those of their immediate family.

**Significant financial interest** – Salaries, royalties or other payments for services (for example: consulting fees, honoraria, research design, management position, independent contractor, service on advisory board or review committees, board membership, seminars, lectures or teaching engagements when totaled together exceed \$10,000 during the previous 12 month period or are expected to exceed \$10,000 during the next 12 month period. Any ownership interests including stocks, bonds or stock options that exceed \$10,000 and/or that constitute more than a 5 percent (5%) ownership interest in a single organization. This also includes proprietary interest in investigational products tested such as patent rights or rights under a patent, trademark, copyright or licensing agreement.

**Research Personnel** – Investigators, co- or sub-investigators, study coordinators or any other personnel involved in the design, conduct or reporting of the research project.

**Immediate Family** – Spouse, minor children, adult children and their spouses, siblings and their spouses, and parents of the investigator.

**Related Person** - any entity (whether non-profit or for-profit), which is directly or indirectly owned or controlled by the Research Personnel, individually or together with persons related to such Research Personnel.

**Conflict of Interest Disclosure** –

1. Does the research involve a drug, device or biological element invented by you or an Immediate Family member?

No  Yes, explain:

2. Do you or any other investigator on your research team who is responsible for the design, conduct and reporting of this research, plan to employ a Related Person in a paid capacity on this research project?

No  Yes, explain:

3. Do you or an Immediate Family member hold equity interest in, receive personal compensation from, or have a business relationship (e.g., hold a position such as officer, director, partner, board member, scientific advisory board member, etc) with an entity (e.g., the sponsor, provider or manufacturer of the product being investigated or equipment/services being offered, or the holder of any ownership interest in a product being investigated) related to the research?

No  Yes, explain:

4. Do you or an Immediate Family member have a proprietary interest (including trademark, patent, copyright, licensing agreement or other intellectual property) associated with the research?

No  Yes, explain:

5. Will you or members of your Immediate Family receive special compensation or increased compensation if the research generates a favorable outcome?

No  Yes, explain:

6. Will you or members of your Immediate Family receive any money, gift or anything of monetary values above and beyond the actual costs of enrollment, conduct of the research, and reporting of the results, including but not limited to, finders fees, referral fees, recruitment bonuses, and an enrollment bonus for reaching an accrual goal or similar types of payment?

No  Yes, explain:

7. Do you or members of your Immediate Family have any other interests or relationships (including volunteer services) that might constitute a conflict of interest or an appearance of conflict of interest in connection with the research project?

No  Yes, explain:

### **Significant Financial Interest**

8. Do you have current employment and any previous employment –outside of Qatar University- in which you continue to have a financial interest?
- No  Yes, explain:
9. Do you have any membership with any professional bodies, special interest groups or mutual support organizations?
- No  Yes, explain:
10. Have gifts or hospitalities been offered to you by external bodies? Did you accept or decline such offers in the last twelve months?
- No  Yes, explain:
11. Will you or your Immediate Family members receive salaries, royalties and other payments for services outside of Qatar University (for example – consulting fees, honoraria, research design, management position, independent contractor, service on advisory or review committees, board membership, seminars, lectures or teaching engagements) in relation to your field of work or this project?
- No  Yes, check which applies:  
 You?  
 Immediate Family?

### **Minimizing Risk and Disclosure to Subjects**

12. Have you had or disclosed any actual, potential or perceived conflicts of interest in the past?
- No  Yes, explain:
13. If you have had actual, potential or perceived conflicts of interest in the past, what steps, if any, have you taken to minimize the risks associated with such conflicts of interest in the past?

### **Ethical Compliance**

14. Have you read the Office of Research Support's Handbook for Research Ethical Rules and Regulations?
- No  Yes
15. If your answer is no, please visit the following link before continuing with this form:
- [http://www.qu.edu.qa/offices/research/academic/documents/qu\\_research\\_ethics\\_handbook\\_spring\\_2009\\_en\\_.pdf](http://www.qu.edu.qa/offices/research/academic/documents/qu_research_ethics_handbook_spring_2009_en_.pdf)
16. Are you in compliance with the rules -which apply to you- in the Office of Research Support's Handbook for Research Ethical Rules and Regulations?
- Yes  No, explain:

17. Does the research involve human subjects?

No  Yes, explain:

18. If your answer to question 17 is yes, have you read the Ministry of Public Health's Policies, Regulations and Guidelines for Research Involving Human Subjects?

No  Yes

19. If your answer to the above question is no, please visit the following link before continuing with this form:

<http://www.moph.qa/about/departments/research>

20. Are you in compliance with the policies, regulations and guidelines established by the Ministry of Public Health, which apply to you in relation to Research Involving Human Subjects?

Yes  No, explain:

21. Does your present research involve laboratory animals?

No  Yes, explain:

22. If your answer to question 21 is yes, have you read the Ministry of Public Health's Guidelines for Laboratory animals Involved in Research?

No  Yes

23. If your answer to question 22 is no, please visit the following link before continuing with this form:

<http://www.moph.qa/about/departments/research>

24. Are you in compliance with the guidelines established by the Ministry of Public Health, which apply to you in relation to Laboratory Animal Involved in Research?

Yes  No, explain:

25. Does the research involve bio-hazardous materials?

No  Yes, explain:

26. If your answer to question 25 is yes, have you read Qatar University's Laboratory Policy, Guidelines and Procedures?

No  Yes

27. If your answer is to question 26 is no, please visit the following link before continuing with this form:

[http://www.qu.edu.qa/offices/businessop/documents/1\\_laboratory\\_safety\\_policy.pdf](http://www.qu.edu.qa/offices/businessop/documents/1_laboratory_safety_policy.pdf)

28. Are you in compliance with Qatar University's Laboratory Policy, Guidelines and Procedures, which apply to you?

Yes  No, explain:

**Attestation and Signature**

I affirm that I:

- have reviewed this document and to the best of my knowledge it is a true, correct and complete statement of all my significant interests and ethical compliance;
- have read Qatar University's Conflict of Interest Policy for Research Personnel; Office of Research Support's Handbook for Research Ethical Rules and Regulations; and Qatar University's Laboratory Policy, Guidelines and Procedures and hereby give assurance that I will abide by their terms;
- will update this disclosure form annually and when new or changes in conflict of interest or compliance with ethical standards arise; and
- will comply with any conflict management or ethical compliance plan required by Qatar University to manage, reduce or eliminate any actual, potential or perceived conflict of interest or ethical violations;
- recognize that when in positions of authority I have a responsibility to conduct myself in a manner that will maintain and strengthen the public's trust in the integrity of Qatar University. I will set the example of fairness and honesty in all of my dealings, and not use my authority to influence others to perform inappropriate or illegal acts, or violate laws, regulations or Qatar University's policies.
- recognize that during the course of my research projects I may be the custodians of personal and institutional information, which I have a responsibility to protect. I will not abuse this trust or violate any applicable laws by allowing unauthorized access, disclosure and/or discussion of confidential information obtained from official records.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

Research No: \_\_\_\_\_

I confirm having evaluated the apparent conflict of interest above, and decided that it does not constitute an actual conflict. I approve [ name of the researcher ]'s employment on the project.

Department Head {name and signature}

Date:

I confirm having evaluated the apparent conflict of interest above, and decided that it does not constitute an actual conflict. I approve [ name of the researcher ]'s employment on the project.

Dean {name and signature}

Date: