

Policy Number: SCIR-03a	Policy Title: Scientific Conflict of Commitment	
Section: Scientific Research	Responsible Office: Vice President for Research	Page 1 of 3
Effective Date: 1 March 2019	Supersedes: 218-00; SCIR-03	

1. **Purpose:** To establish a review procedure to identify real or perceived scientific conflicts of commitment.
2. **Definitions:**
  - a. **Conflict of Commitment** means a situation in which the individual undertakes external professional activities that interfere with or detract from the individual's primary obligations to Texas Biomed.
  - b. **Faculty** consist of employees at the rank of Assistant Professor, Associate Professor, or Professor.
  - c. **Doctoral Scientific Support Staff** consist of Staff Scientists and Post-Doctoral Scientists.
  - d. **External professional service activities** consist of external service that benefits the academic standing of the individual, the institution or the scientific community.
  - e. **External professional commercial activities** consist of external service that also benefits a commercial entity.
  - f. **Conflict of Interest Committee** refers to the committee established by Texas Biomed to review all disclosures made pursuant to the Conflict of Interest or Conflict of Commitment policies.
3. **Policies & Procedures:** Texas Biomed faculty and staff have a fundamental obligation to act in the best interests of the institution and must not let outside activities or outside financial interests interfere with that obligation. This policy is intended to educate faculty and staff about situations that generate Conflicts of Commitment and Conflicts of Interest, and to provide means for management of those conflicts.

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*a. Conflict of Commitment*

- i. Faculty, as part of their career development, are encouraged to participate in external professional service activities. Doctoral Scientific Support Staff may engage in such activities only with the prior approval of their immediate supervisor.
- ii. External professional service activities for faculty must be documented on the Scientific Summary generated as part of faculty annual reviews. External professional service activities must not significantly interfere with faculty abilities to support their Texas Biomed research program, and commitments will be part of the annual review discussions.
  - a) Examples of professional service activities include:
    - I. Serving as a consultant to academic and nonprofit organizations.
    - II. Serving as a grant reviewer for government and private agencies.
    - III. Serving as an editor or manuscript reviewer for scientific journals.
    - IV. Serving as officers in scientific societies.
- iii. Investigators may participate in external professional commercial activities with organizations under the following conditions:
  - a) The external professional commercial activity is disclosed to the Vice President for Research and the Conflict of Interest Committee.
  - b) Faculty may not spend more than 50 working days per year on these activities. Doctoral Scientific Support Staff may not spend more than 10 working days per year on these activities, and require prior approval from their supervisor for these activities.
  - c) The activity must not hinder the pursuit of the primary goals of Texas Biomed and its staff, nor be in conflict with any statute or policy of Texas Biomed.

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- d) Faculty or Doctoral Scientific Support Staff have consulted with the Vice President for Research about the requirement for confidentiality or non-disclosure agreements ([ip@txbiomed.org](mailto:ip@txbiomed.org)).
  - e) The activity must be documented annually via a Conflict of Interest form.
- iv. The Conflict of Interest Committee may seek additional input from Faculty, the Vice President for Research, Doctoral Scientific Staff Support supervisor and any other persons as are necessary.
  - v. After the Conflict of Interest Committee has completed their review, a recommendation will be forwarded to the President and Vice President for Research regarding disposition of the report. The President must approve any external professional activity prior to the start of the activity.

4. **Relevant Federal and/or State Statutes:**

- a. Uniform Guidance 2 CFR 200 Section 200.430 Compensation – Personal Service

5. **Relevant Texas Biomed Policies, Procedures and Forms:**

- a. None

6. **Dates Approved:**

1 February 2012 (218-00; SCIR-03)  
1 March 2019 (SCIR-03a)