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# Conflict of Interest & Commitment

## Office of Research Support & Regulatory Management

**Conflict of interest (COI) and conflict of commitment (COC) refer to situations where one’s secondary interests (such as personal financial interests or outside activities) could impact one’s primary interests (UTSW research, institutional responsibilities, etc). The COI Office, and COI Committee, address both of these.**

- **All outside activities and personal financial interests, and those of covered family members, must be disclosed on one’s COI Statement of Financial Interests annually and within 30 days of any changes.** Statements must be submitted regardless of whether there are items to report. *Completed COI Training and submitted COI Statement of Financial Interests for all investigators and research staff are required for all IRB protocols and research grant applications.*

- **The COI Office identifies conflicts of interest, conflicts of commitment, and requests supervisor approval.** The COI Office reviews the content of all submissions and identifies any conflicts. These conflicts are managed via a Management Plan issued by the COI Committee. The COI Office facilitates requesting supervisor approval and documents this according to Policy.

- **COIs and COCs may occur due to research, institutional responsibilities, or other reasons.** While many COIs are due to the confluence of research at UTSW and outside activities with a sponsor or manufacturer, there are infinite ways a COI or COC may appear. The UTSW COI Office is not limited to identifying conflicts with clinical research involving human participants, for example; we may identify and manage conflicts that involve retrospective chart review, de-identified data analysis, basis research, and other conflicts.

**Conflicts are not inherently “bad”, and many can be successfully managed by the COI Committee. Strategies to manage COIs should not be implemented without discussing this first with the COI Office.**

**The COI Office, part of the Office of Research Support and Regulatory Management, oversees the identification, management, and monitoring of conflicts of interest and conflicts of commitment, and the approval of outside activities.**

• **The COI Office is a team of nine!** Please reach out to the COI Office at any time with questions about personal financial interests or conflicts of commitment, outside activities and outside activity approvals, or related policy questions. Someone will get back to you by the end of the next business day.

• **The COI Office can be reached by email or phone.** We maintain a shared inbox ([conflictofinterest@utsouthwestern.edu](mailto:conflictofinterest@utsouthwestern.edu)) that is the preferred method of communication. We also have a main phone line (ext. 8-5300) to speak to someone live or leave a message.



• **More information about the COI Office, COI Committee, and COI & COC requirements can be found in the following places:**

- COI Intranet (VPN required): <https://www.utsouthwestern.net/intranet/research/conflict-of-interest/>
- COI Internet (publicly available): <https://www.utsouthwestern.edu/research/research-support/conflict-of-interest/>
- Annual COI Training, required at the time of COI Statement submission
- COI & COC Topics in the Institutional Compliance Training Bundle
- COI & COC Topics in the Department Administrator Training
- The COI Office also provides training to departments, faculty, and staff upon request!
- COI Policies (publicly available): <https://www.utsouthwestern.edu/research/research-support/conflict-of-interest/policies.html>

