

ORS-F22_Conflict of Interest and Ethical Compliance Disclosure Form for Hired Researcher

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 Periodic disclosure

Conflict of Interest Policy:

Qatar University QU 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. To eliminate or minimize such conflicts, all investigators and key research personnel employed by QU must disclose to the Office of Research Support any financial, professional, or personal interests or those of their Immediate Family and Related Persons that may give rise to actual, potential, or perceived conflicts of interest.

Ethical Compliance Policy:

Every Research Personnel employed by QU is expected to always conduct their research with integrity and intellectual honesty and with appropriate regard for human and animal subjects. QU 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 integrity, accuracy, and objectivity. They are also expected to demonstrate accountability for sponsors' funds and comply with specific contract and grant terms and conditions.

Every Research Personnel employed by QU is required, in the performance of their duties, to comply with all laws and regulations that 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 QU is required, in the course of their activities, to comply with all applicable environmental laws and regulations, to ensure that QU 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 the handling and disposition of hazardous and bio-hazardous wastes.

Definitions:

Annual Disclosure Form – the Form that should be renewed depending on the employment period (on an annual basis or every 2 years etc...).

Periodic Disclosure Form – the Form that should be renewed depending on the hiring nature and period (monthly, quarterly or semi-annually).

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)?

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

Have you read the Office of Research Support's Handbook for Research Ethical Rules and Regulations? .14

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

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 Qatar Supreme Council of 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:

<https://research.moph.gov.qa/en/Pages/HumanResearch.aspx?cst=1689603408259099860>

20. Are you in compliance with the policies, regulations and guidelines established by Qatar Supreme Council of 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 Qatar Supreme Council of 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:

<https://research.moph.gov.qa/en/Pages/HumanResearch.aspx?cst=1689603408259099860>

24. Are you in compliance with the guidelines established by Qatar Supreme Council of 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:
https://www.qu.edu.qa/sites/en_US/research/offices/research-planning-development/research-excellence/ethical-compliance

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 an accurate, correct, and complete statement of all my significant interests and ethical compliance actions;
- 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 thereby give assurance that I will abide by their terms;
- will update this disclosure form upon the occurrence of any change in my status which results to a conflict of interest or non-compliance with ethical standards; 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 the laws, regulations, and policies of Qatar University
- recognize that during 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 applicable laws by allowing unauthorized access, disclosure and/or discussion of confidential information obtained from official records.

Signed: _____ Date: _____

Print Name: _____

Position: _____

Research No: _____