



Conflict of Interest in Research Panel Charge

I. PURPOSE

The *Conflict of Interest in Research Panel* (COIR Panel) promotes integrity in research by reviewing, identifying and managing disclosed conflicts of interest, as detailed in the *Conflict of Interest in Research Policy*. The COIR Panel also makes policy and guideline recommendations affecting broader conflict of interest (COI) and related issues for Princeton University and develops policies and guidelines specific to research financial conflicts of interest.

II. FUNCTION of the PANEL

The COIR Panel is charged with receiving and analyzing disclosure materials; proposing to the Investigator suitable adjustments in project arrangements when these are deemed necessary to eliminate, minimize, or manage conflicts of interest; and developing policy recommendations on conflicts of interest for consideration by the University Review Board (URB) or other appropriate University bodies.

III. MEMBERSHIP

- A. The following are *ex officio* voting members of the COIR Panel:
- Dean for Research (DFR; Chair)
 - Dean of the Faculty (DOF)
 - Dean of the Graduate School
 - Dean of the School of Engineering and Applied Science
 - Vice President and General Counsel
 - Director, Office of Technology Licensing (OTL)
 - Director, Research Integrity and Assurance (RIA)
- B. In addition to the *ex officio* members noted above, voting tenured members of the Faculty, one from Division I or II, and two from Divisions III and/or IV are appointed to the COIR Panel by the Dean for Research in consultation with the Dean of the Faculty, for staggered, renewable, three-year terms. The COIR Panel may invite expert consultants to aid in the review of a given disclosure and may invite additional Princeton University staff as non-voting participants to offer guidance or input as appropriate.
- C. A member from RIA serves as the Panel's secretary. The Assistant Dean(s) of the Faculty, the Dean of the College, the Director of the Office of Research and Project Administration (ORPA), the Director of Corporate Engagement and Foundation Relations (CEFR), the Senior Licensing Associate in OTL, and additional RIA staff may sit with the COIR Panel as needed as non-voting members.



- D. No member of the COIR Panel may participate (except to provide information requested by the Panel) in the review or determination of a conflict of interest matter in which they have or expect to have a financial interest or any other conflict such as research collaborations. COIR Panel members are expected to self-disclose possible conflicts and the DFR will decide about their participation in any given review.
- E. The COIR Panel or designated members (subcommittee) may be requested to review potential conflict of interest related matters and to determine whether a management plan is needed or other resolution, as part of a subcommittee review, fewer than the full COIR Panel.

III. MEETINGS

- A. *Meetings.* The COIR Panel shall meet as frequently as it determines, but not less than twice annually.
- B. *Quorum, Votes and Committee Actions.* Quorum will be one half of the voting COIR Panel membership plus one and is required at the COIR Panel meetings to conduct business. For all committee actions, motions will be made and seconded and votes will be called for on such motions. Votes will be decided by a simple majority of those present. A quorum must be present (in person or through telephone or video conferencing) to take action. At the end of the meeting, a call for dissenting opinions will be made for the record.
- C. *Electronic Voting.* The COIR Panel may take actions by voting asynchronously by electronic means between meetings. A majority of voting members is required for such actions to be approved. The results of electronic voting will be included in the subsequent meeting material.
- D. *Agenda, Minutes and Reports.* The Chair of the COI Panel (Chair), with assistance from RIA staff, shall be responsible for setting the agendas for each meeting. The agenda and information concerning the business to be conducted at each COIR Panel meeting shall, to the extent practicable, be communicated to members sufficiently in advance of each meeting to permit meaningful review. RIA personnel will take minutes or other records of meetings and activities. Meeting minutes will be voted on at the next convened panel meeting with a quorum.
- E. *Resources.* The COIR Panel has the authority to retain outside advisors, such as scientific consultants or other experts, as it deems appropriate; and to approve the



fees and expenses of such advisors, subject to standard University procurement rules and procedures. Financial support for these types of activities will be provided by the Office of the Dean for Research.

VII. REFERENCES

This Charge complies with federal and agency regulations and policies identified in *the Conflict of Interest in Research Policy*. It is also consistent with the *Rules and Procedures of the Faculty* and does not supersede the *Rules and Procedures of the Faculty*

For detailed process and procedures, see *COI in Research Process and Procedures*, for which RIA is responsible for changes with notification to COIR Panel of any implemented updates.

VERSION HISTORY

April 8, 2024: Significant revision from a Charter to COIR Panel Charge