

## **APPROVED - UO Senate ad hoc COI-C Committee Meeting Minutes**

Wednesday, March 4, 2009, Johnson Hall Conference Room  
11:00 a.m. to 1:00 p.m.

Voting Members Present: John Bonine, Chair, Richard W. Linton

Voting Members Absent: Jim Brau, Rob Horner, Russ Tomlin, Kyu Ho Youm

Non-voting Members Present: Lynette Schenkel, Meg Rowles

### **1. CALL TO ORDER and SET AGENDA**

John Bonine, Chair, called the meeting to order. Bonine set the following agenda:

1. Review and edit of the FCOI Disclosure Form
2. Review and edit of the Disclosure Attachment Form
3. Review and edit of the FCOI policy

### **2. APPROVAL OF THE MINUTES**

Bonine will pursue approval of the 2-26-09 meeting minutes through email.

### **3. REVIEW and EDIT OF THE FCOI DISCLOSURE and ATTACHMENT FORMS**

Bonine stated that the immediate goal for today would be to finalize, or nearly finalize the drafts of the FCOI Disclosure form and the Disclosure Attachment form so that both could be shared with the broader UO community as soon as possible. He asked that edits from today be sent to the committee by 3-6-09. The members of the committee are requested to comment on them or approve them for broader distribution by the end of this week by e-mail if possible.

It was agreed that distribution of the forms take place as soon as possible, but that it will be important to communicate that there are other processes and committees at work to address other issues such as conflict of commitment and the state requirements regarding conflict of interest. The policy and forms that this committee has developed address only financial conflict of interest as they relate to federal requirements. Other policies and procedures will be required to address the state conflict of interest requirements and conflict of commitment.

A discussion took place regarding the possible need for the Office for Responsible Conduct of Research and the COI Committee to copy COI related documents to expedite the review process. It was agreed that the signer and ORCR should have the ability to make copies of completed documents, but nobody else. Furthermore, ORCR will develop a Standard Operating Procedure that will address when it may make copies of COI documents.

The committee further edited the FCOI Disclosure form and the Disclosure Attachment form. Rowles will make the changes and send to all committee members by 3-6-09.

Review of the policy was begun at Section 4.4, and Bonine agreed to pursue with General Counsel the requirements in this area. It was noted that the changes made to Section 4.5 would also need to be reflected in the COI Committee Charter (still in draft). Section 4.6 will be renamed to indicate "Responsibilities for Compliance" rather than "Enforcement." It was decided that Definitions should come after Section 6.0 Roles and Responsibilities and perhaps after Section 7.0 Disclosure Procedures. Furthermore, current Section 6.0 Should be titled "Additional Responsibilities" Instead of "Roles and Responsibilities."

The policy will be re-drafted and sent to the committee by 3-7-09. The members of the committee are requested to comment on the re-draft at the beginning of the next week if possible. Due to another commitment, Linton left the meeting at 11:50 a.m.

**MEETING ADJOURNED AT 1:00 p.m.**  
**Minutes transcribed and submitted by Meg Rowles**

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