

Guidelines on the Education of Researchers and Research Staff regarding
Responsibilities and Disclosures Related to Researcher Conflict of Interest

1. Revision of Conflict of Interest Policies that Alter Requirements of Researchers

When ETSU Conflict of Interest policies are revised that impact the requirements of researchers, researchers are notified through a variety of mechanisms, including:

- Posting of notices and the revised policy on the IRB and/or Office of Research and Sponsored Programs Administration (ORSPA) websites;
- Distribution of an IRB Newsletter;
- Email notice sent to all investigators; and
- Special training sessions if revisions are complex.

2. New Researchers hired at ETSU

When new faculty are hired, multiple approaches are utilized to ensure they are aware of ETSU's Conflict of Interest Policies, including:

- Annual new faculty orientation sessions and follow-up sessions scheduled as needed;
- Compliance lectures included in Grant Leadership Course offered to new faculty; and
- CITI Conflict of Interest Training and submission of ETSU Conflict of Interest Disclosure Form required prior to submission of any research proposal.

3. Researcher Noncompliance with Conflict of Interest Policies and Procedures

- If a researcher fails to comply with our disclosure policy, researcher will be educated about the policy and a research award will not be made until the researcher complies.
- If a researcher fails to comply with a Conflict of Interest Management Plan:
 - Funding for the research project may be suspended or terminated; or
 - The IRB approved protocol may be suspended or terminated.
 - Researcher must attend mandatory education session with the Vice Provost for Research and Compliance Manager.