



## Nova Scotia EMS Research Steering Committee

Inter-Agency Committee Chaired by the Division of EMS,  
Dalhousie University, Department of Emergency Medicine

### Standard Operating Procedure

<b>SOP #: 14</b>	<b>Title:</b> Conflict of Interest Management	
<b>Approval Date:</b> 2013 05 23	<b>Review Date:</b> 2017 12 10	<b>Revision Date:</b> 2015 12 10
<b>Signature of SOP Sub-committee Chair:</b>		
		

## DEFINITIONS

**CONFLICT OF INTEREST:** A conflict of interest may arise when activities or situations place an individual or institution in a real, potential or perceived conflict between the duties or responsibilities related to research, and personal, institutional or other interests. These interests include, but are not limited to, business, commercial or financial interests pertaining to the institution and/or the individual, their family members, friends, or their former, current or prospective professional associates. It is also possible to have an intellectual conflict of interest.

## PURPOSE

1. A conflict of interest exists where:
  - a. an outside observer would question the ability of the researcher to make a proper decision due to possible considerations of his or her private or personal interests and/or
  - b. the public would believe that the trust relationship between the relevant

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- parties could not reasonably be maintained if they had accurate information on the potential sources of conflict of interest.
2. The presence of a conflict of interest in the research setting can severely undermine the trust relationship between researchers and research subjects, research sponsors, research institutions, and the public. Any real, potential or perceived conflicts should be openly disclosed and managed appropriately.

## PROCEDURES

### Providing Conflict of Interest Details in Research Protocols

1. In order to detect the existence of possible conflict of interest in a study under review, the researchers are to provide details about the following, which should be included in the study protocol:
  - a. The research budget, including funding sources.
  - b. Commercial and financial interests (e.g., stock or share holdings or future options with the sponsoring company, travel benefits, per capita payments, etc.).
  - c. Consultative relationships.
  - d. The relationship between the researcher and the proposed research subjects.
  - e. Any constraints the researcher is under for data collection, analysis or dissemination of findings.
  - f. Any other information that may be relevant.
2. Upon review of the protocol, the RSC may ask the researcher(s) to provide additional details prior to a recommendation being made or letter of support provided.

### Managing Conflicts of Interest of EMS Research Steering Committee Members

1. RSC members must disclose actual, perceived or potential conflicts of interest related to the review of a study to the RSC.
  - a. RSC members have a conflict of interest related to the review of a study should not participate in reviewing the study. This decision is to be made through discussion and consensus among the RSC members.
  - b. This includes an RSC member participating in a review of a study in which they are an investigator. The member may be present for the review, to provide any clarifications necessary, but the Chair may ask the member to leave the room if necessary for a recommendation free of conflict to be made.

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## Review of Bursaries and Abstracts

1. Disclosure of actual, perceived or potential conflicts of interest is also applicable to the review of Division of EMS research bursary applications and EMS Research Day abstract submissions.
  - a. Investigators on submissions under review should not be present or involved in these reviews.
  - b. Individuals who are serving as EMS Research Day abstract reviewers or judges should excuse themselves from scoring abstracts or presentations in which they are an investigator or have a conflict of interest.

## ABBREVIATIONS

1. NSHA: Capital District Health Authority
2. PI: Principal Investigator
3. RSC: EMS Research Steering Committee

## RELATED SOPs

1. SOP 2. Research Steering Committee Composition and Review Process

## REFERENCES

1. Tri-Council Policy Statement 2, Chapter 7. Retrieved from: [http://www.pre.ethics.gc.ca/pdf/eng/tcps2/TCPS\\_2\\_FINAL\\_Web.pdf](http://www.pre.ethics.gc.ca/pdf/eng/tcps2/TCPS_2_FINAL_Web.pdf)
2. Definition of “conflict of interest” based on Schedule 14 of the Memorandum of Understanding (MOU) on the Roles and Responsibilities in the Management of Federal Grants and Awards. [www.nserccrsng.gc.ca/NSERC-CRSNG/Policies-Politiques/MOURoles-ProtocolRoles/index\\_eng.asp](http://www.nserccrsng.gc.ca/NSERC-CRSNG/Policies-Politiques/MOURoles-ProtocolRoles/index_eng.asp)
3. Dalhousie University Policy on Conflict of Interest (2002). Retrieved from: [http://www.dal.ca/content/dam/dalhousie/pdf/university\\_secretariat/Conflict\\_of\\_Interest.pdf](http://www.dal.ca/content/dam/dalhousie/pdf/university_secretariat/Conflict_of_Interest.pdf)
4. IWK Research Ethics Board Standard Operating Procedures (2010). Section 6. Retrieved from: <http://www.iwk.nshealth.ca/index.cfm?objectid=C1178EB6-F9E5-0323-5FBCB18EABB1219E>

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