

Campus Safety and Compliance Committees and Offices

DIVISION OF RESEARCH OFFICES

Research Compliance Office

<http://www.umresearch.umd.edu/RCOportal.html>

Conflict of Interest

Conflict of Interest Administrator: Joseph Smith, jsmith54@umd.edu, 301-405-0678

Administrative Assistant: Jenn DeSimone, jdesi@umd.edu, 301-405-4212

Conflict of Interest Website: <http://umresearch.umd.edu/RCO/coi.html>

COI Policy: <http://www.president.umd.edu/policies/docs/II-310A.pdf>

COI Procedures: <http://www.president.umd.edu/policies/docs/II-310B.pdf>

Conflict of interest is a legal term that encompasses a wide spectrum of behaviors or actions involving personal gain or financial interest. Under University policy, the term conflict of interest denotes situations in which a member of the University community is in a position to gain personal benefit or financial advantage arising from their University position, either through outside professional activities or through their actions or decisions at the University, including research, administrative, or educational activities. Because University employees are also State employees, the Maryland State Ethics Law governing conflict of interest also applies.

Institutional Animal Care and Use Committee (IACUC)

IACUC Manager: Pam Lanford, planford@umd.edu, 301-405-5037

IACUC Website: <http://www.umresearch.umd.edu/IACUC/>

The University of Maryland **Institutional Animal Care and Use Committee (IACUC)** is responsible for the review and approval of all proposed uses of live vertebrate animals in teaching and research. IACUC activities are mandated by the U.S. Animal Welfare Act and U.S. Public Health Service Policy.

Institutional Review Board (IRB)

IRB Manager: Joseph Smith, jsmith54@umd.edu, 301-405-0678

Administrative Assistant: Jenn DeSimone, jdesi@umd.edu, 301-405-4212

IRB Website: <http://www.umresearch.umd.edu/IRB/>

An IRB is a committee designated by an institution to help assure the protection of the rights and welfare of human subjects. The IRB approves the initiation of and conducts periodic reviews of research involving human subjects. Investigators are responsible for the conduct of the study and protecting human subjects.

DEPARTMENT of ENVIRONMENTAL SAFETY OFFICES

Radiation Safety

Radiation Safety Officer: Mary Dorman, mdorman@umd.edu, 301-314-8336

Radiation Safety website: <http://www.des.umd.edu/>

NRC and COMAR regulations require the University to establish a radiation protection program to control the receipt, possession, use, transfer, and disposal of radioactive material. The program is implemented and managed by the Radiation Safety Office in accordance with policies set by the Radiation Safety Committee. The Office functions include: Authorizing and Approving all uses of radioactive material and radiation producing devices; Training; Surveillance and Monitoring; Tracking and Inventory Control of radioactive materials; Laboratory Inspections; Personnel Monitoring; and Emergency Response.

Biological Safety

Biosafety Officers: Sherry S. Bohn, sbohn@umd.edu, 301-405-3975

Biological Safety website: <http://www.des.umd.edu/biosafety/>

Biological Safety is the area of Environmental Safety that is concerned with preventing occupationally acquired infections. Information on this web site is broken down into nine topics: Autoclaves, Recombinant DNA, Infectious Agents, Biological Safety Cabinets, Bloodborne Pathogens, Shipping Infectious Substances, Select Agents, Permits and Biological Safety, each with its own web page. For an overview of your responsibilities as a member of the University community, please read the UM Policy on Biosafety.

UM Assurances

Assurance	Action needed					
	Protocol/project relationship	Proposal Stage	Award Stage	Renewal	Closeout	When there are subawards or lead institutions
IRB – Human Subjects	Each project involving human subjects needs to have a protocol Same protocol can be used by more than one project	OK to submit proposal when IRB is pending; takes about 2-4 weeks to obtain IRB approval	Must have approved protocol before ORA can set up accounts	Must request Continuing Review approval annually if human subjects work will continue	Protocol can close before award closes if research on humans is complete; submit Closure Report through IRBNet when human subjects work is complete.	Typically there is one institution of IRB record and often follows location of the award
IACUC – Vertebrate Animals	Each project needs to have a protocol Same protocol can be used by more than one project	OK to submit proposal when IACUC is pending, takes about 1-2 months to get approval	Must have approved protocol before ORAA can set up accounts	Must renew yearly. Every 3 years must apply for new protocol even if the project is ongoing	Protocol can close before the award; need to notify IACUC when protocol needs to close; 2 times each year, IACUC checks protocols	There is no IACUC of record, assurances typically follow the location of the research
DES	Each project needs to have a protocol Same protocol can be used by more than one project	Disclose issues at proposal stage, with in 1 week DES contacts the PI for information and needed training/registration numbers	Must have approved protocols before ORA can set up accounts	DES initiates review every 5 years, must be renewed in a reasonable amount of time	Notify DES when done with project and/or as necessary	UM is responsible for knowing what subawardees are doing and that they are covered under their DES
Conflict of Interest	Each project needs to have a protocol	OK if pending at proposal stage, but it must be disclosed at proposal stage. Resolution takes 4-6 weeks	Conflict must be resolved (eliminated or plan to deal with) in order for ORA to establish account NIH – requires report NSF - requires report of those that can't be resolved	No renewal needed, ORA does annual check for changes	No action needed for department	Each organization responsible for their own Conflict of Interest, communication encouraged