



Manual of Procedures (MOP)
Section 1. Organization & Administration
Appendix 1.3.1. Conflict of Interest Charter

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1. OVERVIEW OF THE CONFLICT OF INTEREST SUBCOMMITTEE (CIS)

The D2d Conflict of Interest subcommittee (CIS) assists in the implementation of the D2d Conflict of Interest (COI) policy. The CIS is accountable to the Steering Committee (SC).

2. MEMBERSHIP

2.1 Composition and Term

The subcommittee is composed of 1-3 members of the EC and 2-4 additional members from the Steering Committee (SC). Members must have experience in a wide range of scientific disciplines, a demonstrated commitment to the D2d study and an interest in conflict of interest policy and reporting. To maintain continuity and efficiency, members are expected to serve, in general, a minimum of 2 years.

2.2 Nomination and Election

- At inception, the EC solicits members from the D2d Study Group to join the subcommittee. Nominees must have expressed interest and commitment in serving in the subcommittee.
- During the study, the EC may remove or replace subcommittee members.
- During the study, to replace members who step down or add members, the EC will solicit nominations for membership from the SC. The EC approves any new subcommittee members at its next scheduled meeting.

2.3 Leadership

- The Chairperson(s) agrees to serve for a minimum of 2 years. The Chairperson is a member of the CIS and possesses qualifications that make him appropriate for the position, including: experience with the management of multicenter research studies, and conflict of interest reporting.
- The Vice Chairperson agrees to serve for a minimum of 2 years. The Vice Chairperson is a member of the CIS and possesses qualifications that make her appropriate for the position. The Vice Chairperson will act in the role of Chairperson, if the Chairperson is absent or if the Chairperson has a conflict of interest and needs to be excused from the review of a COI form.
- At inception, the EC appoints the subcommittee Chair and Vice Chair.
- During the study, the EC may replace the subcommittee Chair or Vice Chair. The EC solicits nominations for a new Chair or Vice Chair from the SC. The EC approves the new Chair or Vice Chair at its next scheduled meeting.

3. DUTIES AND RESPONSIBILITIES

The committee's responsibilities include the following:

- Review conflict of interest forms that have a disclosure reported.
- Develop and implement management plans to be taken to eliminate or limit the potential impact of disclosed potential conflicts of interest.
- The CIS may refer cases to the NIDDK Program Official for an additional level of review before making a recommendation.

4. MEETINGS

The subcommittee meets on an as needed basis to review COI disclosure forms. Meetings are conducted via conference call. In-person meetings will occur if needed during the annual D2d investigator meeting or at other times.