



## **Association of Clinical Research Professionals Board of Trustees Policy 2.6**

### **Disclosure and Management of Conflicts of Interest**

#### **PURPOSE**

The Conflict of Interest Policy supports the expectation that volunteers and employees of the Association of Clinical Research Professionals (ACRP) and its affiliate organization—The Academy of Clinical Research Professionals (Academy)—must act at all times in the best interests of ACRP and not for personal or third-party gain or financial enrichment. Such personal or third-party gain is deemed a conflict of interest.

#### **SCOPE**

This policy applies to all volunteers and employees of ACRP and the Academy.

#### **CONFLICT OF INTEREST DIRECTIVE**

As an ACRP or Academy Volunteer or Employee, ACRP expects you will act as its fiduciary in all you do on its behalf, especially as to conflicts of interest that may arise during your tenure. To help you understand this fiduciary duty and to avoid even the appearance of any conflict of interest in your tenure with ACRP, we offer the following statement.

First and foremost, please understand that your fiduciary duty includes a duty of loyalty to ACRP/Academy and a duty to act with care in carrying out your ACRP responsibilities. This means that you cannot use your position to benefit yourself to the detriment of ACRP/Academy. You must set aside your personal interests and, as a Volunteer or Employee, act/make decisions on the basis of what's best for ACRP, not what's best for you. ACRP trusts you to do this. In practice, this means you must recognize when your personal/ professional interest and ACRP's interest are in conflict, advise the designated ACRP/Academy official(s) of that conflict, and abstain from voting or acting on the matter that involves the conflict.

You must also not take advantage of an opportunity that belongs to ACRP/Academy by exploiting it for yourself. And most importantly, you must never compete with ACRP/Academy, i.e., you must not take business or customers away from ACRP or take/use its trade secrets or other confidential information for your own personal/professional benefit.

In summary, as a Volunteer and Employee, keep ACRP's interests before your own, act and make decisions in good faith, i.e., fully informed, and with due consideration for the impact of the decision on ACRP/Academy. In doing so, you will likely avoid any difficulty with possible conflicts of interest.

#### **DEFINITIONS**

A Conflict of Interest is a transaction or relationship which presents or may present a conflict between a Board or staff member's fiduciary obligation to ACRP/Academy and the Board or staff member's personal, professional, business, or other interests.

Examples of Potential Conflicts of Interest (examples are not all inclusive):

- 1) You serve on either ACRP's or the Academy's Board of Trustees and also serve on the board of another organization that directly competes with ACRP in the areas of education, training, or certification.
- 2) You work or consult for a company engaged in the development of marketed educational/training materials or services that directly compete with ACRP.
- 3) You have a financial/personal interest in an organization with which ACRP/Academy does business and could, therefore, be perceived to be in a position to influence relevant business decisions.
- 4) ACRP is planning to engage a consultant and you lobby for your relative's company to be awarded the contract.
- 5) You serve on an advisory board or planning committee for an organization that holds conferences/training sessions that directly compete with ACRP.
- 6) You submit an abstract, conduct a workshop, or run a training session at a conference that directly competes with a scheduled ACRP event.
- 7) You present an invited lecture, workshop, or training session at a conference that directly competes with a scheduled ACRP event. Please discuss the specifics with the Executive Director prior to committing.

Finally, the existence of a conflict of interest may not prevent someone from participating in the Association's or its affiliates' programs. However, full disclosure of the relationship will openly identify any potential conflicts of interest which will require management as necessary.

**CONFLICT OF INTEREST MANAGEMENT PROCESS**

All ACRP/Academy Trustees, Committee Members, and Staff identified by the Executive Director must complete the Conflict of Interest Disclosure Form at the start of each calendar year. If a potential conflict of interest should arise after the disclosure form has been submitted, the Executive Director must be promptly notified (within 5 business days) and the nature/specifics of the conflict of interest should be submitted in writing within ten (10) business days.

When a potential conflict of interest is discovered or disclosed the following steps will be taken:

1. The Executive Director will refer it to the Governance Committee if an ACRP conflict or the Academy Board Chair if an Academy conflict.
2. The Governance Committee/Academy Board Chair will collect and consider facts and information surrounding the conflict of interest as needed.
3. After the Governance Committee/Academy Board Chair has fully reviewed and discussed the facts and information about the conflict of interest, it will provide a report and/or a recommended management plan to the ACRP or Academy Board of Trustees as appropriate unless the conflict of interest is determined to be inconsequential.
4. The ACRP or Academy Board of Trustees as appropriate must approve any management plan for the conflict of interest.

5. If time does not allow for the above steps, the Executive Director will share the conflict of interest with the ACRP Board Chair and the Governance Committee Chair or the Academy Board Chair as appropriate to determine any immediate action that must be taken and report it to the appropriate Board of Trustees no later than their next meeting.

#### **MONITORING AND REVIEW SCHEDULE**

Monitor as needed and review every three years by the ACRP Governance Committee and applicable Board of Trustees.

#### **DATES REVIEWED BY COMMITTEE**

November 16, 2018

September 23, 2020

October 7, 2020

#### **DATES MODIFIED BY COMMITTEE**

September 23, 2020

October 7, 2020

#### **DATES APPROVED BY COMMITTEE**

November 16, 2018

September 23, 2020

October 7, 2020

#### **DATES REVIEWED BY ABOT**

September 19, 2013

November 14, 2020

August 23, 2023

#### **DATES MODIFIED BY ABOT**

November 14, 2020

August 23, 2023

#### **DATE APPROVED BY ABOT**

September 19, 2013

November 14, 2020

August 23, 2023



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## Association of Clinical Research Professionals Conflict of Interest Disclosure Form 10.3

Volunteers and employees of the Association of Clinical Research Professionals (ACRP) must always act in the best interests of ACRP and not for personal or third-party gain or financial enrichment. You, therefore, agree to notify the ACRP Executive Director or your ACRP Staff liaison promptly if and when you determine that any actual, apparent, or potential conflict of interest exists. If you are unsure whether a circumstance may constitute a conflict of interest, please contact the Executive Director or your ACRP Staff liaison.

All ACRP Trustees, Committee Members, and others identified by the ACRP Executive Director must complete the Conflict of Interest Disclosure Form at the start of each calendar year. If a conflict should arise after the disclosure form has been submitted, the Executive Director must be promptly notified (within 5 business days) and the nature/specifics of the conflict of interest should be submitted in writing within ten (10) business days.

Please answer all questions by checking one of the boxes; if the answer to any question is "Yes," please explain. The term "immediate family" means your spouse, domestic partner, children, grandchildren, stepchildren, brothers, sisters, grandparents, parents, parents-in-law, and grandparents-in-law.

- 1. Do you, or a member of your immediate family, serve on the Board of Directors/Trustees or an advisory board/planning committee of any clinical research or professional training organization other than ACRP?**

Yes     No    If yes, please explain:

- 2. Do you serve on an advisory board or planning committee for an organization that holds conferences/training sessions which directly compete with ACRP?**

Yes     No    If yes, please explain:

- 3. Do you work or consult for a company engaged in the development of marketed educational/training materials or services that directly compete with ACRP?**

Yes     No    If yes, please explain:

4. **Have you, or a member of your immediate family provided goods or services to ACRP as a vendor or had other financial interests in any sales, purchases, transfers, leases, or guarantees entered into by ACRP during the last twelve (12) months? Please include any transactions that are currently pending completion.**

Yes     No    If yes, please explain:

5. **Have you, or a member of your immediate family, engaged in any activity, employment, or outside business activities that could result in an appearance of a conflict of interest? Please describe the scope of any such activity, during the last twelve (12) months.**

Yes     No    If yes, please explain:

6. **Have you, or a member of your immediate family, been indebted to ACRP at any time during the last twelve (12) months? Please exclude amounts related to ordinary travel and expense advances.**

Yes     No    If yes, please explain:

7. **Have you, or a member of your immediate family, received a gift, gratuity, or other item of value in excess of \$100, exclusive of meals, travel, and lodging associated with meetings, during the last twelve (12) months, as a result of your ACRP service?**

Yes     No    If yes, please explain:

I acknowledge that I have read and understand ACRP's Disclosure and Management of Conflicts of Interest policy. I affirm that the answers to the questions above are correct to the best of my knowledge and belief. Should any of these answers change during this calendar year, I will promptly notify the Executive Director or my ACRP staff liaison of that change.

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Signature

Date

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Print Name