

DSRB Update: Revised Declaration Process for Financial Conflict of Interest

Background

In the conduct of any research study, it is important that study team members declare their financial interests so that potential bias in research conduct can be prevented or managed. Thus, for studies reviewed by NHG DSRB, all study team members involved in the design, conduct and/or reporting of research are required to make financial declarations.

Revised Declaration Process for Financial Conflicts of Interest

Previously, study team members are required to declare financial interests related to individual studies at every initial application and study renewal. Now, researchers and study team will need to declare financial interests only once a year.

Effective 1 July 2015, all study team members involved in the design, conduct and/or reporting of research are encouraged to declare financial interest to the NHG DSRB (DSRB_FCOI@nhg.com.sg) during the annual declaration cycle (i.e. January of each year). This annual declaration will be valid until 31 December of the same year. This means that the study team members will no longer be required to submit study specific declaration forms at every initial application and study renewal. However, if there are any subsequent changes/updates to their financial interest in the same year, study team members will need to submit an updated financial conflict of interest declaration form within 30 days.

Summary of the Revised Declaration Process

*For 2015, the declaration cycle is from **1 July to 31 July 2015** and this declaration will be valid through **calendar years 2015 & 2016 until 31 December 2016**. Subsequently, the annual Financial Conflict Of Interest declaration cycle will be from **1 January to 31 January of each year** and will be valid **until 31 December of the same year**.

Who should declare?	What to do?	How to submit?	When to submit?
Study team members involved in the design, conduct and/or reporting of the research	Each study team member to complete a financial conflict of interest declaration form and submit it to the DSRB.	Submit completed declaration forms to the DSRB FCOI Secretariat (DSRB_FCOI@nhg.com.sg)	<ul style="list-style-type: none"> During the annual declaration cycle in January of each year* Whenever there are changes to financial interests (To inform DSRB within 30 days of knowledge).
Study PI	To inform DSRB if there are any study team members (e.g. research nurses, research coordinators) who are not listed in Section B of the application form and are involved in the design, conduct and/or reporting of the research.	Submit information using the Study Team Member List, and attach it along with the initial application or study status report.	<ul style="list-style-type: none"> Initial Application Study Renewal

New Requirements at Every Initial Application and Study Renewal

In addition, if there are any study team members (e.g. research nurses, research coordinators) who are (1) not listed in Section B of the application form and (2) involved in the design, conduct and/or reporting of the research, the PI should submit a Study Team Member List along with the initial application and study renewal to DSRB.

Resources

Researchers are encouraged to refer to the following resources for more information on the revised financial conflict of interest declaration process:

To access the resources below, visit www.research.nhg.com.sg → HSPH Header → Financial Conflict of Interest (FCOI) Declaration Policy

- ❖ *Policy & Requirements for Declaration of Financial Conflict of Interest (for Principal Investigators and Study Team Members)*
- ❖ *Financial Conflict of Interest (FCOI) Frequently Asked Questions*

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