

To: All INEP Board Members, prospective Board Members, and associated individuals

From: INEP Chair, Mark Oremus

Date: May 14, 2018

RE: Conflict-of-Interest (COI) Declaration covering the past 5 years, for completion as soon as possible
Please take about 30 minutes over the next few days to respond to this request.

BACKGROUND:

Following our Founding Bylaws (pages 15-16) that require service for the public good, our Officers, Board Members, as well as Associated Individuals are required to periodically submit a DISCLOSURE STATEMENT that makes transparent any actual or perceived COI of a financial nature, or of any other type. The relevant section in INEP's (formerly known as IJPC-SE) Founding Bylaws states in *Article V, Section 2 on "Avoiding External Agency Influence"* that:

For any level of participation in IJPC-SE meetings of any type, members (see Article II, Section 3) must provide a Conflict-of-Interest disclosure form, duly completed for ... the individual Board member ... and on which is included all actual and/or perceived conflicting interests. Such disclosures will be publicly accessible on the IJPC-SE website and will be updated as previously disclosed information changes. Full disclosure is needed to be placed on the record of all participants in meetings related to any IJPC-SE activity.

While INEP (formerly known as IJPC-SE) *Working Group on Conflict-of-Interest and Disclosure* is fully operational and is soon to develop a template for disclosures of various kinds, we need to align ourselves now with our Founding Bylaws. We cannot wait for the anticipated *Position Statement on Conflict-of-Interest and Disclosure* to be approved and launched later in 2015, but delayed to 2018. Hence, the Working Group and the Executive Committee recommend that we pilot our disclosure process using the interim form below. When the process and forms are further finalized and approved through the Working Groups efforts, we will all be asked to update our reports using revised DISCLOSURE forms, likely in a year's time.

The following form, out of respect for the anticipated more definitive work expected from our Working Group on the topic, we thus call a CONFLICT-OF-INTEREST DISCLOSURE STATEMENT (interim form).

/ see over ...

CONFLICT-OF-INTEREST DISCLOSURE STATEMENT (interim form)

INSTRUCTIONS: Before completing the disclosure from below, please review the following **definitions**, adapted from the International Committee of Medical Journal Editors (ICMJE), as an orientation to sensitize us as to what types of information we are each being asked to disclose.

Definitions applicable and limited to your personal experience over the past 5 years

Entity: Government agency, foundation, commercial sponsor, academic institution, non-governmental organization (NGO), labor union, or any such organization whose self-interest could in any way influence us as scientists engaged in research or practice in the public interest.

Grant or contract: Money paid or donated from an entity, generally [but not always] paid to you or your employing entity.

Financial/Personal Fees: Monies paid to you – directly or indirectly – for services rendered, generally including, for example, honoraria, royalties, stipends, fees for consulting, lectures, speakers’ bureaus, expert testimony, and any employment or activity in the service of an entity having a special interest that is not clearly congruent with the public interest. (Note: “indirectly” refers to monies paid to your employing institution, but for which you have access consistent with institutional spending constraints).

Non-Financial (In-Kind) Support: Examples include any quantity of drugs or equipment supplied by the entity, travel paid by the entity, writing assistance, voluntary board positions, and administrative support.

Other: Anything at all that is not covered in your declaration under the above categories of "grant or contract", "financial/personal fees" or "non-financial (in-kind) support" but that could be an actual COI, or be perceived by others as a COI.

Royalties: Funds coming in to you or your entity related to your books, patents, or the like.

PLEASE ANSWER ALL QUESTIONS FULLY AND TYPE ALL ANSWERS USING CAPITAL LETTERS. USE AS MUCH SPACE AS NEEDED. DOTTED LINES ARE PROVIDED SIMPLY TO GUIDE YOU, SO PLEASE REMOVE THEM AS YOU TYPE YOUR ANSWERS (IN CAPS) BELOW.

Name in full:

(First, middle initial, last):

Current occupation, if employed; or, “retired”:

If currently employed:

Name of primary employing entity:

Name of secondary employing entity, if applicable:

Whether currently employed or not:

Primary professional affiliation taking up most of your volunteer time:

Secondary such affiliation, if applicable:

OVER THE PAST FIVE YEARS, OR OVER THE LAST FIVE YEARS OF EMPLOYMENT IF NOW RETIRED:

Primary professional employment focus:

Secondary professional employment focus, if applicable:

Tertiary professional employment focus, if applicable:

I represent the following organization on INEP (formerly known as IJPC-SE) (acronym, or "none"):

.....

as the Primary (1), Secondary (2), Tertiary (3) or Quaternary (4), or not applicable [N/A]

representative; or, as an invited guest/interested party/expert advisor:

Please include below, and elaborate where needed, all actual conflicting interests, including financial, consultant, institutional and other relationships that might lead or has led to bias or a conflict-of-interest, or that reasonably might create a perception of bias or a conflict-of-interest by your peers or the public. If there are none, please state "None" alongside each item "a" through "e" below. *If in doubt, rather err on the side of providing more information as this will minimize the need for follow-up.*

With the above **definitions in mind relating to my employer and/or volunteer entities, those entities from which I have accepted grants/contracts, salaries/stipends/honoraria/royalties, both monetarily and in-kind, and anything else like personal relationships that could actually introduce, or be perceived to introduce bias into my decision-making, I disclose the following information covering the 5-year period since January 1, 2013:**

a) **Financial relationships:**

b) **Consultant relationships:**

c) **Institutional relationships:**

d) **Other relationships:**

e) **Any additional information:**

If in my service to INEP (formerly known as IJPC-SE) I should ever find myself in a conflict-of-interest, actual or perceived, I will declare it and offer to recuse myself from all circumstances that could in any way influence Board deliberations as per the Founding Bylaws (Article V, *Section 2*).

Please type your signature here:

Enter today's date (month/day/year) here: