

02/03/2014 FACULTY AND STAFF CONSULTING CONTRACT APPROVAL PROCESS

As part of the UI Health Care Conflict of Interest/Conflict of Commitment Policy Regarding Interactions with Industry, all faculty and staff contacted by outside industry to provide expertise and consulting services in exchange for compensation are required to have an approved contract in place before consulting services begin. The contract must establish, at a minimum, the term of the contract, the services to be provided, and the compensation (for more details, contact the UI Health Care Conflict of Interest Office at 384-5252 or coi@healthcare.uiowa.edu). In addition, any modifications/amendments to an existing contract or contract renewals/extensions must be approved as well. The process for obtaining an approved contract is outlined below.

CONSULTING – includes, but is not limited to:

- product evaluation
- product development
- participation on a product/scientific advisory board
- participation on a data safety monitoring board (DSMB)
- providing training and/or educational presentations for industry

CONSULTING COMPENSATION – includes, but is not limited to:

- honorarium
- fees for services
- paid or reimbursed travel, hotel, meal, and material/equipment expenses

PROCESS FOR OBTAINING CONTRACT APPROVAL

Before signing a personal consulting contract and providing the consulting services, the faculty/staff member must follow the established approval process:

1. Faculty/staff member must first submit the contract to his/her DEO or manager/supervisor for approval. DEOs must submit their own consulting contracts to Dean Schwinn, MD, for approval.
2. Written approval (e-mail or note) from the DEO, manager/supervisor, or the dean, confirming s/he has reviewed and approves of the contract (this written approval is in addition to the management plan process) must be submitted with the contract to the Conflict of Interest Office for final review and approval.
3. Once approved by the COI Office, the contract should only be signed by the faculty/staff member providing the personal consulting services and not his/her DEO, manager/supervisor, or the dean.
4. A copy of the executed contract must be submitted to the COI office.
5. Consulting relationships must be disclosed on your eCOI disclosure report.

Please submit consulting contracts for final review and approval along with any questions to the Conflict of Interest Office staff, coi@healthcare.uiowa.edu, or 384-5252.