

Conflicts of Interest in Research

**IT IS THE RESPONSIBILITY OF ALL USERS OF THIS GUIDANCE DOCUMENT
TO ENSURE THAT THE CORRECT VERSION IS BEING USED**

All staff should regularly check the R&D Unit's website and/or Q-Pulse for information relating to the implementation of new or revised versions. Staff must ensure that they are adequately trained in the new procedure and must make sure that all copies of superseded versions are promptly withdrawn from use unless notified otherwise by the SOP Controller.

The definitive versions of all R&D Unit SOPs appear online. If you are reading this in printed form check that the version number and date below is the most recent one as shown on the R&D Unit website: www.research.yorkhospitals.nhs.uk/sops-and-guidance-/ and/or Q-Pulse

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Author:	Deborah Phillips
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Approved by:	Name/Position:	Lydia Harris, Head of R&D
	Date:	29 th November 2023
	Name/Position:	Sarah Sheath, SOP Controller
	Date:	29 th November 2023

This document will normally be reviewed every 3 years unless changes to the legislation require otherwise

Version History Log

This area should detail the version history for this document. It should detail the key elements of the changes to the versions.

Version	Date Implemented	Reviewers	Details of significant changes
1.0	17 th October 2011		
2.0	18 th September 2017		Change of Author. Removal of all references to the North and East Yorkshire R&D Alliance. Removed reference to NHS Permission and replaced with Confirmation of Capacity & Capability in line with HRA Approval Process changes.
3.0	15 th July 2019		Change of link to R&D website.
4.0	3 rd January 2024	Deborah Phillips	No changes required.

In order to avoid conflicts of interest arising in the course of their business The Trust has 'Business Standards' or similar policies providing a system for staff to declare any interests they may have. Researchers are reminded that these arrangements apply to all activities they undertake within their employing organisations, including research activities.

When undertaking any research activity in the Trust it is the researcher's duty to declare anything that is, or could be perceived as, an actual or potential conflict of interest. This can include family or friends' interests.

Disclosure should be made using the procedure / forms contained in the relevant procedural document maintained by the researcher's employing organisation.

IN ADDITION to the reporting requirements mandated by the employing organisation, the researcher must give to the R&D Unit a copy of any disclosure form that may be relevant to a research project.

Researchers should ask themselves whether they have any interests to disclose in the following research-related circumstances (this list is not exhaustive):

- When seeking advice or assistance from the Research Adviser or other member of staff in the R&D Unit;
- When applying for Trust sponsorship of a research project;
- When applying for Confirmation of Capacity & Capability to undertake research in the Trust.

Any change in circumstances or discovery of circumstances not realised earlier should be disclosed as above at the earliest opportunity.