



THE UNIVERSITY OF NORTH CAROLINA
AT
CHAPEL HILL

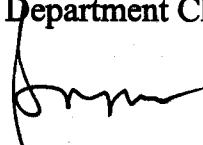
Office of the
Vice Chancellor
and General Counsel

September 10, 2001

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MEMORANDUM

TO: Deans, Directors and Department Chairs

FROM: Susan H. Ehringhaus 

SUBJECT: New Routing for Conflicts of Interest Disclosure Forms

Events over the past year, including shutdowns of clinical trials at other institutions, have heightened scrutiny of conflict of interest issues nationwide. Informed by these events, and consistent with our practice each year since its initial adoption, we have again made significant revisions to the Policy on Conflicts of Interest and Commitment and its associated disclosure form in an effort to refine our evaluation and management of conflicts of interest and to facilitate compliance with the Policy by clarifying several issues and simplifying the disclosure process.

Structurally, the most significant change is that disclosures will be centrally collected by the Office of University Counsel and distributed promptly to the appropriate Deans, Directors and Department Chairs for their review and discussion. Our experience has demonstrated that we need a more reliable and efficient method of collecting forms for Department Chairs, Directors, and Deans to enable you accurately to review the forms and to get timely responses back to affected individual. We believe this new routing process will help on both counts. In addition, the Office of University Counsel can quickly determine whether there are late filings and notify you promptly so that you can contact those who have not filed their forms in a timely manner. We will also be able to collect and distribute data to you without burdening individual departments with data collection responsibilities. In summary, we expect this change to assure that the forms receive confidential personnel file treatment and to facilitate your timely, reliable review and documentation of compliance with ethical and regulatory requirements.

To assist faculty, EPA non faculty, and administrators in connection with Policy compliance, a campus forum will be held on Tuesday, September 11, at 2:00 p.m. in Wilson Library, Pleasants Family Assembly Room, to discuss the Policy and the disclosure form and to answer questions. In addition, the School of Medicine has scheduled meetings on Thursday, September 13, 3:00-5:00 p.m. in 105 Berryhill Hall, and on Monday, September

17, 3:30-5:00 p.m. in 103 Berryhill Hall, to discuss conflict of interest issues, with special emphasis on clinical trials. All of these meetings are open to the campus community.

Please ask for assistance if you have questions about any aspect of the Policy or form. The telephone numbers and e-mail addresses of those in the Office of University Counsel who can assist you with the Policy are listed below.

Susan Ehringhaus (962-1219), susan_ehringhaus@unc.edu

Jennifer Nall (962-1219), jennifer_nall@unc.edu

David Parker (966-3929), david_m_parker@unc.edu

Adrian Shelton (962-0338), adrian_shelton@unc.edu

To resolve any technical difficulties in using the disclosure website, please contact Adrian Shelton.

Thank you very much for your continuing assistance in this process and for your patience as we adapt our compliance mechanisms in response to regulatory and ethical imperatives. Please call on us if we can help.

cc: Chancellor James Moeser