Any IRB member must disclose a conflicting interest in a project to the IRB Chair or HSPPO Director, and must leave the room during the discussion of and voting on a project, except if the IRB member is providing information at the IRB’s request.

A conflicting interest of an IRB member (or consultant) generally includes the following. The aggregate interest of the member (or consultant) and his/her immediate family is considered.

**Protocol Review and Attendance at the IRB Meeting**

1) IRB members should review the list of projects for an upcoming meeting with the conflicts issue in mind and should disclose any conflicting interest as soon as possible to the IRB Chair or HSPPO Director. An IRB member with a conflicting interest in a project should not accept that project for review, and should return it to the IRB office for reassignment to another IRB reviewer. If the IRB’s non-scientific member has a conflicting interest, the HSPPO Director will reassign the project to another IRB for review.

2) If an IRB member recognizes a conflicting interest in a project at the IRB meeting, the IRB member must inform the IRB Chair of the conflicting interest and leave the room during the discussion of and vote on the project.

3) If other IRB members need to request information about the project from the IRB member with the conflicting interest, the IRB member may remain in the room during the presentation of the project. The IRB member must then leave the room during the IRB’s discussion and vote.

4) IRB staff will record in the minutes a recusal based on a conflicting interest. The IRB member will not be counted as part of the quorum for review of the protocol. (Should the quorum fail, the IRB may not take further action or vote on the project.)

**Note:** An abstention may be acknowledged at any time when an IRB member has any other concerns that in his or her own judgment warrant abstaining from review, deliberation, and voting on a project.