[Date]

**RE: IRB Member – Conflict of Interest (COI) Determination**

To Whom It May Concern,

After review, discussion, and determination by the West Virginia University (WVU) Institutional Review Board (IRB) and the IRB Chair Committee, this letter states to claim and confirm that as a member of the WVU IRB, and the WVU and WVU Medicine research community, [Board Member’s name] does not have a conflict of interest and may vote on all research protocols reviewed by the WVU IRB.

The criteria evaluated and by which this determination was made is as follows:

An IRB member is considered to have a conflict of interest if one or more of the following situations exist:

1. Is included in the research as a subject, an investigator, or a member of the research team, excluding the performance of assigned tasks as a part of their normal job duties.
2. Has a financial conflict of interest in the research as determined by the COI Committee.
3. Is an immediate family member of the investigator.

This evaluation and determination is ongoing during convened IRB meetings. If a conflict is identified during a meeting, the member will be recused from voting on the research project under review and will not count to the quorum.

For questions relating to IRB Member Conflict of Interest and the determination of the WVU IRB, please contact the Human Research Protection Program by email at IRB@mail.wvu.edu or by phone at 304-293-7073.

Sincerely,

Gretchen McMasters

Director, WVU Office of Human Research Protections