

Conflicts of Interest

What to Know

Conflict of Interest Program
Jouett Hall
2301 S. Third Street
Louisville, KY 40292

General Information on Disclosure Requirements

Conflict of Interest

A conflict of interest (COI) is any situation that may compromise or appear to compromise a covered individual's (employee or researcher) professional judgment in carrying out their University of Louisville (U of L) activities because of an external relationship/interest of the employee or their immediate family.

Reporting External Interests

External interests and activities must be reported on the Attestation and Disclosure Form (ADF). This includes, off campus, non-University commitments, such as lectures, speaker bureaus, or consulting activities for external entities, as well as, equity holding, board positions, and other activities or ownerships. The questions on the ADF specify what external interests to disclose and other potential COIs that are required to be disclosed. If you are unsure if you should disclose an activity/interest, it is best to disclose and provide additional information in the open text box(es).

How to Disclose

The Attestation and Disclosure Form (ADF) is the means to disclose external interests and activities. The ADF is available at <http://iris.louisville.edu>. Instructions for completing the form are available <http://louisville.edu/conflictinterest>.

Annual Disclosure Requirement

Effective October 1, 2017, all covered individuals are **required** to complete an ADF at least on an annual basis. These individuals include:

- All University of Louisville Employees.
- Non-employees who are engaged in research under the auspices of U of L, regardless of compensation.
This includes all individuals with a research appointment.

Managing Possible Conflicts of Interests

If you have reported disclosures, the submission will be reviewed to determine if a possible conflict of interest exists. If it is determined that your conflict requires management, then you will be contacted if further information is required and an approved management plan will be developed for the COI. You will have to agree and sign off on the management plan and your Appropriate Authority will be copied on the plan. Unique COI situations are brought before the Conflict Review Board for a determination on the management, reduction, or elimination of a conflict of interest.

Additional information on COI's, including FAQ's, policies, and disclosing requirements is available on the COI Program website or contact us directly.