EXTERNAL INTERESTS

WHAT TO KNOW
a guide for employees & individuals operating under the auspices of UofL

WHEN TO REPORT
External interests related to your role(s) and/or activities at UofL must be reported within 30 days of discovering or acquiring a new external activity or interest. This activity must continue to be reported annually through the submission of an Attestation and Disclosure Form (ADF).

WHAT TO REPORT
External Interests include outside activities and financial interests. This includes ownership interests (such as equity or stocks) and non-university commitments, such as speakers bureaus or consulting. See our expanded guides for additional details.

HOW TO REPORT
The ADF, available at http://iris.louisville.edu, is the disclosure mechanism. Instructions for completing the ADF are available at http://louisville.edu/conflictofinterest.

NEXT STEPS
Your ADF will be reviewed to determine if a possible conflict of interest exists. If needed, the COI Program will seek additional information to determine the appropriate management. See the management plan process on the COI Program’s FAQ web page.

ADDITIONAL INFORMATION
We encourage you to reach out to the COI Program with any questions or concerns.
Email: coi@louisville.edu
Phone: 502-852-7612

UNIVERSITY OF LOUISVILLE
CONFLICT OF INTEREST PROGRAM