

EXTERNAL INTERESTS

WHAT TO KNOW

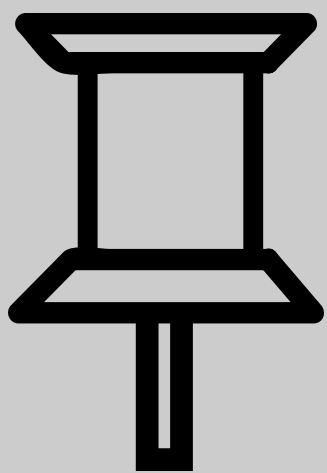
a guide for employees & individuals operating under the auspices of UofL

WHEN TO REPORT



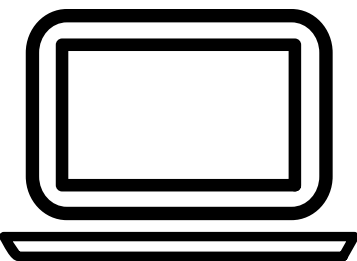
External interests related to your role(s) and/or activities at UofL must be reported within **30 days** of discovering or acquiring a new external activity or interest. This activity must continue to be reported **annually** through the submission of an **Attestation and Disclosure Form (ADF)**.

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.

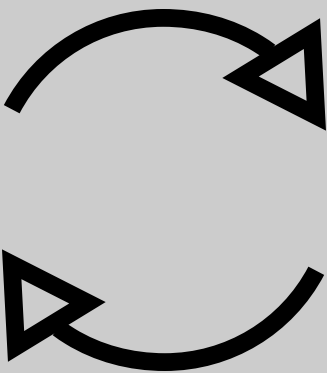
HOW TO REPORT



The **ADF**, available at <http://iris.louisville.edu>, is the disclosure mechanism.

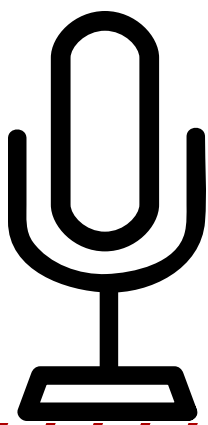
Instructions for completing the ADF are available at <http://louisville.edu/conflictinterest>.

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