Foreign Relationships -
What to Disclose

General Information on Disclosure of Foreign Relationships

Overview
Due to evolving requirements by federal funding agencies and in an effort to ensure appropriate reporting to federal funding agencies, UofL researchers are now required to disclose all foreign affiliations/relationships to the University of Louisville through either the annual Attestation and Disclosure Form (ADF) or the supplemental foreign disclosure form*. Specific federal agencies may also require that foreign relationships (regardless of relation to the project) be disclosed in Biosketches, Other Support, and Progress Reports, as applicable.

*Please note that the ADF is still required (at least) annually and the supplemental foreign disclosures form will not replace the annual ADF requirement.

Foreign (non-U.S.) Relationships
The following relationships require disclosure to UofL and the sponsor (as applicable):

- Holding/maintaining any affiliation or appointment with a foreign entity, organization, or government, including talent programs. This includes honorary, visiting, adjunct, etc. appointments, even those that are unpaid.
- Gifts from foreign sources to support any sponsored programs (sponsored programs are any sponsored projects at UofL, including NIH and NSF funded projects).
- Access to a foreign lab that supports your sponsored programs.
- Any foreign source that provides/provided scientific materials without the use of sponsored program funding. Example: Collaborator from India provided mice (free of charge) for NIH project.
- Foreign collaborations on sponsored programs or co-authorships.
- Visiting faculty/scholar/scientists/postdocs supported from foreign sources who participate on your sponsored program(s).

Holding citizenship in a foreign country is not an “affiliation” for the purpose of this type of disclosure, but may be requested to be disclosed on the annual ADF, if European Privacy Laws may apply.

Federal Sponsor Guidelines
As of April 1, 2020 the following guidelines have been issued:

How to Disclose
The ADF and the supplemental foreign disclosures form are available at http://iris.louisville.edu under “Conflict of Interest Forms.” Instructions for completing the ADF are available http://louisville.edu/conflictofinterest.
Complete the foreign affiliation disclosure form by selecting the box and adding a new form. Both forms require a final signoff where users must reenter their UserID and password to complete the submission.

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

Phone: 502-852-7612 website: louisville.edu/conflictofinterest Email: coi@louisville.edu