

Conflicts of Interest

What to Disclose - Academic

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

Disclosure Requirements

How & When to Disclose

The Attestation and Disclosure Form (ADF) is the means to disclose external activities related to an individual's institutional role(s). The ADF is available at <http://iris.louisville.edu>. Instructions for completing the form are available <http://louisville.edu/conflictinterest>. The ADF must be completed at least annually, or within 30 days of any change to your disclosure(s).

What to Disclose

GENERAL:

External interests that are **related** to an employee's institutional role(s) (and activities) must be reported on the ADF. This includes, off campus, non-University commitments, such as lectures, speaker bureaus, or consulting activities for external entities. The questions on the ADF directly relate to the external interests and other potential COIs that are required to be disclosed. If you have questions on what interests or activities need to be disclosed, please visit <http://louisville.edu/conflictinterest/FAQs>.

ACADEMIC:

The following activities of an employee (or immediate family member) **must be** disclosed on the ADF:

- Receiving benefit or the perception of received benefit from the assignment of instructional materials, or selection of a vendor, for University coursework, including instructional materials developed by a supervisor in the Covered Individual's reporting line.
- Making purchasing and/or contracting decisions with vendors (including potential instructional material vendors) to the University, while maintaining a direct or indirect financial or business interest with that vendor.
- Accepting any promise, obligation, or contract for a future award from a supplier or instructional material vendor.
- Making professional referrals to any business while maintaining a direct or indirect financial or business interest with that vendor.
- Assigning staff, students or faculty to tasks for personal financial or non-financial benefit, rather than for the University, or scholarship or the student's educational needs. Tasks include internships, research, assistantships, and/or employment.
- Using a University position/role to improperly influence the enrollment, academic progress, or degree confirmation of a student.
- Entering into a romantic or sexual relationship with a student for which the Covered Individual grades, evaluates, supervises, admits to a degree program, makes an award to, promotes or employs.
- Serving as an instructor, advisor, or lecturer for a student who is an immediate family member, or otherwise evaluate the student's performance, or make a decision concerning an award or reward, or serve on a scholarship committee.

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

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What Not to Disclose

THE FOLLOWING ACTIVITIES ARE **EXEMPT** AND DO NOT NEED TO BE REPORTED ON THE ADF:

- Receiving income from seminars, lectures, or teaching engagements sponsored by a federal, state or local government agency, an Institution of higher education, an academic teaching hospital, a medical center, or a research institute that is affiliated with an Institution of higher education
- Receiving income by serving as a special reviewer or on a review panel for a federal, state or local government agency, an Institution of higher education, an academic teaching hospital, a medical center, or a research institute that is affiliated with an Institution of higher education
- Receiving royalties under the University's royalty-sharing policy but not having any other relationship with the royalty-granting entity that could result in a conflict of interest
- Ownership of Mutual Funds, of any amount
- Salary, royalties, or other remuneration paid by the University to the Covered Individual if the individual is currently employed or otherwise appointed by the University
- Receiving travel, lodging and/or per diem expense for meals as required per University work assignments for serving on (federal, state, local or) peer-review panels or research agencies
- Additional information on these requirements as prescribed in the University Individual COI Policy.

Please note that there are additional disclosure requirements for involvement with research and/or sponsored programs. Please see the "What to Disclosure – Research" Tip Sheet for additional required disclosures.

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