Completing an Attestation and Disclosure Form (ADF) in the integrated Research Information System (iRIS)

1. **Accessing iRIS**
   a. Go to [https://iris.louisville.edu](https://iris.louisville.edu),

2. At the iRIS Login Screen, use your U of L userid and password to log in. This is the same credentials you use to access your U of L email.

3. If this is the first time that you have logged into the system, iRIS will ask if you would like to switch to the Modern View. An example of Modern View is shown in the figure to the right. To keep the Classic view, select No.

4. Click on My Assistant to open the menu. Then, select Attestation and Disclosure Form.

5. To add a new form, click the Add a New Form button. This will start a new ADF and you can begin the disclosure process.

6. The first screen contains a link to the COI Awareness Training. If you would like to review the training, click the link, otherwise Click Continue to go to the next screen.
7. The next screen requires entry of your Appropriate Authority. This is your Direct Supervisor. Enter the required data in the field, then click Continue.

8. On the next screen, you will provide an Attestation to the Code of Conduct. After completing the attestation, click Continue.

9. On the following screen, please indicate whether this is an Annual (New) Disclosure, or an Amendment to a previously completed disclosure. Also, if you have any family members that are also employed by the University of Louisville, you would note them on this screen. Click Continue when you have completed these sections as appropriate.
10. The first set of disclosure questions is required of all covered individuals. Answer the two questions and click Continue. Please Note: Answering Yes to the main disclosure questions will signal the display of follow up questions. Please also enter this additional information, as appropriate.

11. If you are involved in Research, Creative or Scholarly Activity at the University of Louisville, select the checkbox and click Continue. Otherwise, just click Continue (skip to step 18 in these instructions).

12. On this screen, answer the research, creative and scholarly activity questions, as appropriate to your situation, then click Continue.

13. Similar to Step 11, if you are involved in the Academic Mission of the University of Louisville, Select the Checkbox and click Continue. Otherwise, click Continue.
14. If you selected the checkbox in the step above, you will see the Academic Disclosure questions. Complete them as appropriate to your situation, click Continue.

15. Similar to Step 11, if you are involved in the Clinical Operations of the University of Louisville, select the Checkbox and click Continue. Otherwise, click Continue.

16. If you selected the checkbox in the step above, you will see the Clinical Disclosure questions. Complete them as appropriate to your situation, click Continue.
17. This section is applicable only to Institutional Officials. If your title is contained in the list, select the Checkbox and click Continue. Otherwise, click Continue.

18. If you have any external interests that have not been captured by any of the disclosure questions, please select Yes and provide the details of the situation here. If not, select No. Click Continue.

19. If the COI Office needs additional information, they will contact you. Click Continue.
20. On the screen, you must complete the acknowledgment. Please select the radio button to confirm and then click Continue.

21. Click the Signoff and Submit button to save the form and move onto the signature page.

   Please do not be concerned with the text, “null,” which may appear on the page.

22. To complete the disclosure form submission process, you will need to enter your U of L userid and password (same as the login). Once you have entered your userid and password, click Save Signoff.
23. Please Wait... The system is processing the ADF submission.

Congratulations, you have successfully completed the ADF in the new iRIS system.

24. This is a tracking history of the submission. You may now select Logout in the upper right-hand corner.