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

1. Accessing iRIS
   a. Go to  https://iris.louisville.edu ,

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

3. Your homepage in iRIS should have Conflict of Interest Forms pinned to your main screen. Please click on the Attestation and Disclosure Form box.

4. If the form access is not in the center of your homepage, click on Conflict of Interest Forms to open the side menu. Then, select Attestation and Disclosure Form.

5. 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 introductory information. Please review it and Click Continue to go to the next screen.

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

8. The next screen asks for background information related to your employment and/or role with UofL. On this screen, you will:
   - Select your employment status
   - Select the role(s) you have with the institution
   - Enter your Appropriate Authority [Direct Supervisor].
   - Name any family members that are also employed by the University of Louisville.
   Click Continue when you have completed these sections, as appropriate.
9. The next screen presents the disclosure questions related to your roles/activities at UofL. The disclosure questions are required of all covered individuals required to complete an annual disclosure.  
*Please Note: Answering “Yes” to a main disclosure question will display follow up questions. Enter additional information, as appropriate.*  
After completing all questions in this section, click **Continue**.

10. The next screen will ask if you have any related external interests you want/need to disclose that have not been captured by any of the previous disclosure questions. Select your response and enter additional information for a “Yes” selection. Click **Continue**, when completed.

11. On the next screen, you must complete the acknowledgment(s). If you are involved in research (and selected such as your role), you will have two acknowledgements (shown to the right). Please select the radio button(s) to confirm and then click **Continue**.
12. Click the **Signoff and Submit** button to save the form and move onto the signature page. **DO NOT** exit the form.

13. 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**.

14. Please Wait… The system is processing the ADF submission.

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

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

**COI QUESTIONS?** For Disclosure or ADF related questions, contact the COI Program at coioff@louisville.edu or 852-7612.

**PROBLEMS WITH IRIS?** For iRIS access issues or other technical issues, contact the iRIS helpdesk at https://iris.support.louisville.edu/jira/servicedesk/customer/portal/6 or 852-8006.