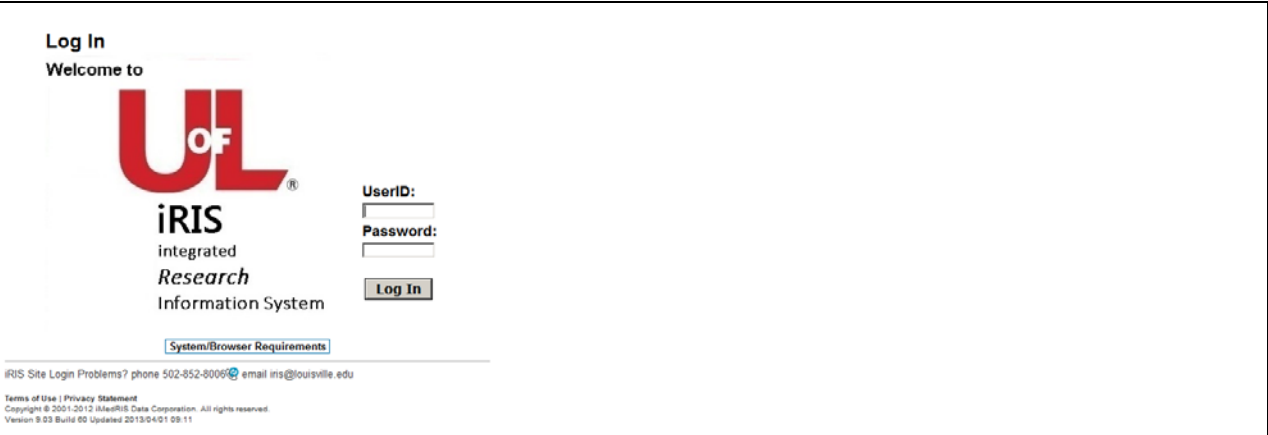


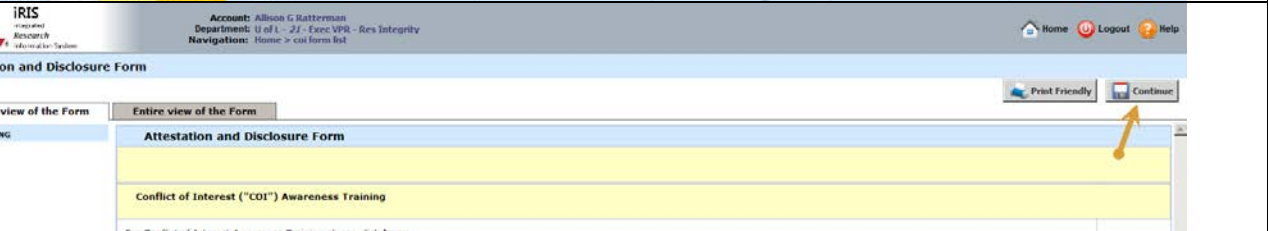


Completing an Attestation and Disclosure Form (ADF) in the integrated Research Information System (iRIS)

<ol style="list-style-type: none"> 1. Accessing iRIS <ol style="list-style-type: none"> 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. 	
<ol style="list-style-type: none"> 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. 	
<ol style="list-style-type: none"> 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. 	
<ol style="list-style-type: none"> 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.

Immediate Family Member Full Name	Title	Unit/Department	Your Relationship to him/her
No record has been added			

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.

The screenshot shows the IRIS Attestation and Disclosure Form. The user is logged in as Allison G. Ratterman, Department: U of L - 2J - Exec VPR - Res Integrity. The form is titled "Attestation and Disclosure Form" and is currently on "SECTION B.2: ACADEMIC (Part 2)". The left sidebar shows a navigation menu with sections: TRAINING, ATTESTATION AND DISCLOSURE FORM, SECTION A: Code of Conduct, SECTION B: General, SECTION B.1: Research, Scholarly and Creative Activity, SECTION B.1: Research, Scholarly and Creative Activity (Part 2), SECTION B.2: Academic, and SECTION B.2: ACADEMIC (Part 2). The main content area contains two questions:

1. Do you require or recommend the purchase of your own or your supervisor's textbooks or other teaching aids? (This includes course pack, lab manual, materials, software or equipment to be used with University of Louisville instructional programs - "academic resource").
 Yes No
2. Do you or your spouse serve as Faculty Mentor, Thesis or Dissertation Advisor, [Committee Member](#) or Instructor for a student that you also employ in an "External Entity"?
 Yes No

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.

The screenshot shows the IRIS Attestation and Disclosure Form. The user is logged in as Allison G. Ratterman, Department: U of L - 2J - Exec VPR - Res Integrity. The form is titled "Attestation and Disclosure Form" and is currently on "SECTION B.3: CLINICAL". The left sidebar shows a navigation menu with sections: TRAINING, ATTESTATION AND DISCLOSURE FORM, SECTION A: Code of Conduct, SECTION B: General, SECTION B.1: Research, Scholarly and Creative Activity, SECTION B.1: Research, Scholarly and Creative Activity (Part 2), SECTION B.2: Academic, SECTION B.2: ACADEMIC (Part 2), and SECTION B.3: Clinical. The main content area contains a heading "SECTION B.3: CLINICAL" and a paragraph: "This section must be completed by all Covered Individuals involved in the clinical operations of the University of Louisville. Clinical operations include: work, clinical practice, clinical research and education of University of Louisville clinical students, residents and fellows in all hospital and office settings owned, operated by, or rented by or otherwise under the control of entities using the UofL Health Care name. When you answer each question, consider the following time interval: the previous 12 months and the anticipation of the coming 12 months (a two year window)." Below this is a checkbox: "CLICK INSIDE THIS BOX if you, your spouse or dependent child are involved in the clinical operations of the University of Louisville."

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.

The screenshot shows the IRIS Attestation and Disclosure Form. The user is logged in as Allison G. Ratterman, Department: U of L - 2J - Exec VPR - Res Integrity. The form is titled "Attestation and Disclosure Form" and is currently on "SECTION B.3: CLINICAL (Part 2)". The left sidebar shows a navigation menu with sections: TRAINING, ATTESTATION AND DISCLOSURE FORM, SECTION A: Code of Conduct, SECTION B: General, SECTION B.1: Research, Scholarly and Creative Activity, SECTION B.1: Research, Scholarly and Creative Activity (Part 2), SECTION B.2: Academic, SECTION B.2: ACADEMIC (Part 2), SECTION B.3: Clinical, and SECTION B.3: Clinical (Part 2). The main content area contains two questions:

1. Do you, your spouse or your dependent child have an "Interest in an "External Entity that is engaged in a Clinical Relationship with the University of Louisville, or any of its Associated Organizations? (This includes providing or having the potential to provide support or advice, consulting, reviews, or assistance in evaluating the selection that is intended to result in the use or acquisition of products or services that impact the clinical operations of UofL Health Care or to which you make clinical referrals).
 Yes No
2. Do you or your spouse employ Covered Individuals or students in an "External Entity that is engaged in a Clinical Relationship with the University of Louisville or any of its Associated Organizations?
 Yes No

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.

The screenshot shows the IRIS Attestation and Disclosure Form. The user is logged in as Allison G. Battersman, Department: U of L - 2J - Exec VPR - Res Integrity. The form is titled "Attestation and Disclosure Form". The left sidebar shows a list of sections, with "SECTION C: INSTITUTIONAL" selected. The main content area displays "SECTION C: INSTITUTIONAL" with a warning: "This section must be completed by ALL Institutional Officials. 'Institutional Official' means persons holding administrator positions, including those holding these positions in a temporary capacity. This term includes, but is not limited to individuals serving as: Chairs, Deans, Associate Deans, and Assistant Deans; Institute and Center Directors; General Counsel; University Compliance Officers; Director of Audit Services; Provost, Vice Provosts, Associate Vice Provosts, and Assistant Vice Provosts; President, Executive Vice Presidents, Senior Vice Presidents, Vice Presidents, Associate Vice Presidents, and Assistant Vice Presidents; and chairs of the Institutional Review Board, Institutional Biosafety Committee, Institutional Animal Care and Use Committee, Conflict Review Board, Covered Individuals with signing authority on behalf of the University of Louisville or its Associate Organizations, and other similar committees that might be created in the future. When you answer each question, consider the following time interval: the previous 12 months and the anticipation of the coming 12 months (a two year window)." Below the text is a checkbox labeled "CLICK INSIDE THIS BOX if you are an Institutional Official of the University of Louisville."

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.

The screenshot shows the IRIS Attestation and Disclosure Form. The user is logged in as Allison G. Battersman, Department: U of L - 2J - Exec VPR - Res Integrity. The form is titled "Attestation and Disclosure Form". The left sidebar shows a list of sections, with "SECTION D: Other" selected. The main content area displays "SECTION D: OTHER" with a question: "1. Do you or your **Immediate Family Members** have any external *Interests, activities or Relationships* that have not been identified in the above sections?" Below the question are radio buttons for "Yes" and "No". A text area is provided for the user to describe the external interest, activity, or relationship. A rich text editor toolbar is visible above the text area.

19. If the COI Office needs additional information, they will contact you. Click Continue.

The screenshot shows the IRIS Attestation and Disclosure Form. The user is logged in as Allison G. Battersman, Department: U of L - 2J - Exec VPR - Res Integrity. The form is titled "Attestation and Disclosure Form". The left sidebar shows a list of sections, with "SECTION E: Proposed Management Plan" selected. The main content area displays "SECTION E: PROPOSED MANAGEMENT PLAN" with a message: "Based upon the responses, the Conflict of Interest Office may follow up with you for additional information. Development of a management plan or referral to the Conflict Review Board (CRB) may be required in appropriate cases."

20. On the screen, you must complete the acknowledgment. Please select the radio button to confirm and then click Continue.

The screenshot shows the IRIS system interface. At the top, the user's account information is displayed: Account: Allison G. Ratterman, Department: U of L - 2J - Exec VPR - Res Integrity, and Navigation: Home > csl form list. The page title is "Attestation and Disclosure Form". On the left, a sidebar lists various sections, with "SECTION F: ACKNOWLEDGMENT, SIGNOFF & SUBMISSION" selected. The main content area is titled "SECTION F: ACKNOWLEDGMENT, SIGNOFF AND SUBMISSION" and contains the following text:

I hereby acknowledge:

1. that all the aforementioned statements and information provided in this Attestation and Disclosure Form are true, accurate and complete to the best of my knowledge and belief;
2. that all the aforementioned statements and information provided in this Attestation and Disclosure Form indicate all external interests and activities with regard to my role(s) at the Institution;
3. my continuing obligation to submit an amended/ revised Attestation and Disclosure Form within 30 days if any of the above information changes, new information becomes available and/or new external interests or activities arise.

Below the list, there is a radio button and the text: "Click here to confirm, proceed to signoff, and complete the submission of your ADF." Buttons for "Print Friendly" and "Continue" are visible at the top right.

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.

The screenshot shows the IRIS system interface after the form has been completed. The page title is "Attestation and Disclosure Form". The main content area displays "Form has been Completed!" in a large font. Below this, the word "null" is centered. There are two buttons: "Exit Form" (with a red X icon) and "Signoff and Submit" (with a checkmark icon). Buttons for "Print Friendly" and "Signoff and Submit" are visible at the top right. The sidebar on the left is the same as in the previous screenshot.

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.

The screenshot shows the IRIS system interface for the "Submission Routing Signoff Sheet". At the top, the user's account information is displayed: Account: Allison G. Ratterman, Department: U of L - 2J - Exec VPR - Res Integrity, and Navigation: Home > csl form list > track submission. The page title is "Submission Routing Signoff Sheet". On the left, a sidebar lists various sections, with "SECTION F: ACKNOWLEDGMENT, SIGNOFF & SUBMISSION" selected. The main content area displays the following information:

Submission Reference Number: 326008

Submission Form(s):

Open	Print	Component Name - Version
<input type="checkbox"/>	<input type="checkbox"/>	Attestation and Disclosure Form - (Version 226.0)

(Parent of the submission package)

This form requires your electronic signature. Please enter your UserID & Password:

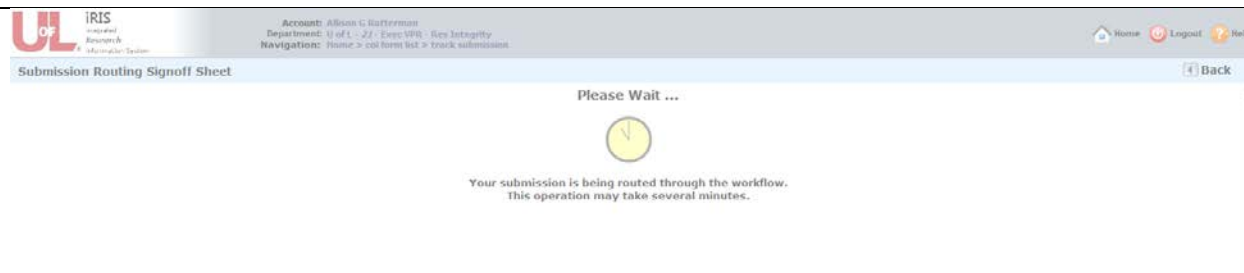
UserID:

Password:

Save Signoff

Buttons for "Back" and "Save Signoff" are visible at the top right. A "Print Selected Item(s)" button is also present.

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.

Status	View Details	Date Received / Date Completed	Event Description
✓		06/11/2013 12:48 PM EDT 06/11/2013 12:49 PM EDT	Allison G Ratterman as Submitter review and apply signoff
✓		06/11/2013 12:46 PM EDT 06/11/2013 12:48 PM EDT	Attestation and Disclosure Form is waiting to be submitted