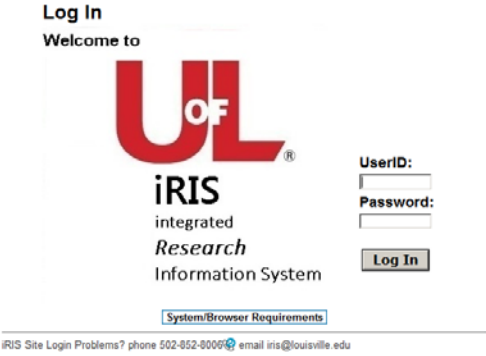
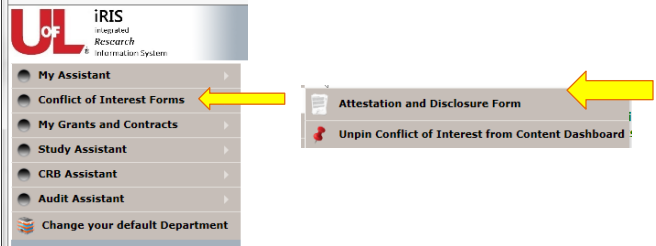
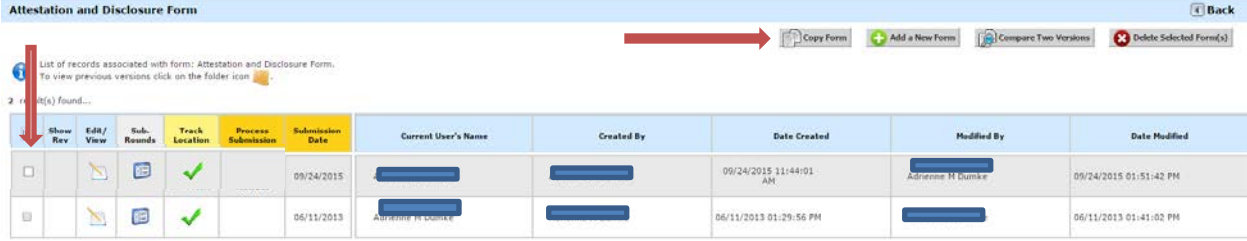
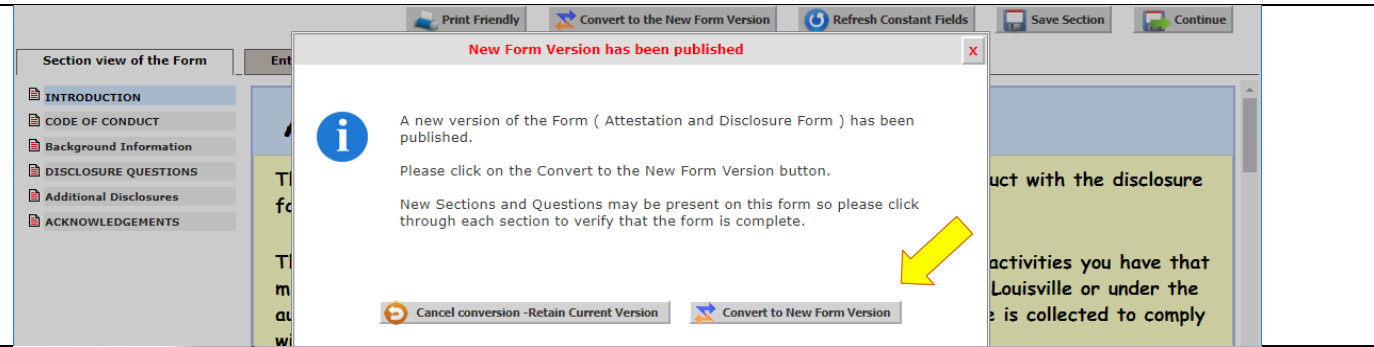


Amending a Previously Submitted Attestation and Disclosure Form (ADF)

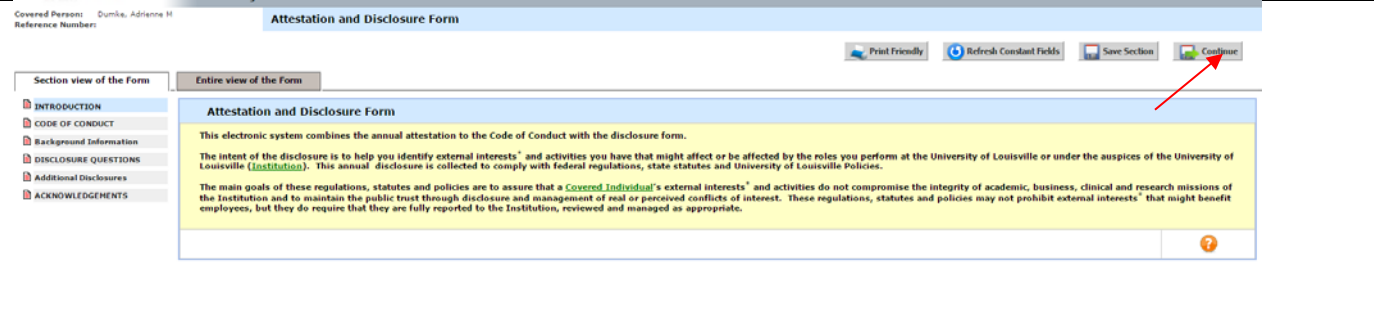
To amend an ADF, you must copy the ADF and create a new ADF to complete and submit.

<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 UofL userid and password to log in. This in the same credentials you use to access ULink. 	 <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>If you cannot login with your UofL credentials, please log into the Service Desk to report the issue. If you cannot access the Service Desk, please call the UofL Help Desk at 852-7997 for password assistance.</p> </div>																																	
<ol style="list-style-type: none"> 3. From your homepage in iRIS, click on Conflict of Interest Forms to open the side menu. Then, select Attestation and Disclosure Form. 																																		
<ol style="list-style-type: none"> 4. Click the check box next to your recent ADF and then click the Copy Form button. 	 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Show Rev</th> <th>Edit/View</th> <th>Sub. Rounds</th> <th>Track Location</th> <th>Process Submission</th> <th>Submission Date</th> <th>Current User's Name</th> <th>Created By</th> <th>Date Created</th> <th>Modified By</th> <th>Date Modified</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td>09/24/2015</td> <td>[redacted]</td> <td>[redacted]</td> <td>09/24/2015 11:44:01 AM</td> <td>Adrienne H Dumka</td> <td>09/24/2015 01:51:42 PM</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td>06/11/2013</td> <td>Adrienne H Dumka</td> <td>[redacted]</td> <td>06/11/2013 01:29:56 PM</td> <td>[redacted]</td> <td>06/11/2013 01:41:02 PM</td> </tr> </tbody> </table>	Show Rev	Edit/View	Sub. Rounds	Track Location	Process Submission	Submission Date	Current User's Name	Created By	Date Created	Modified By	Date Modified	<input type="checkbox"/>					09/24/2015	[redacted]	[redacted]	09/24/2015 11:44:01 AM	Adrienne H Dumka	09/24/2015 01:51:42 PM	<input type="checkbox"/>					06/11/2013	Adrienne H Dumka	[redacted]	06/11/2013 01:29:56 PM	[redacted]	06/11/2013 01:41:02 PM
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5. This will create (and open) a new ADF. If prompted, select to **Convert to New Form Version**.



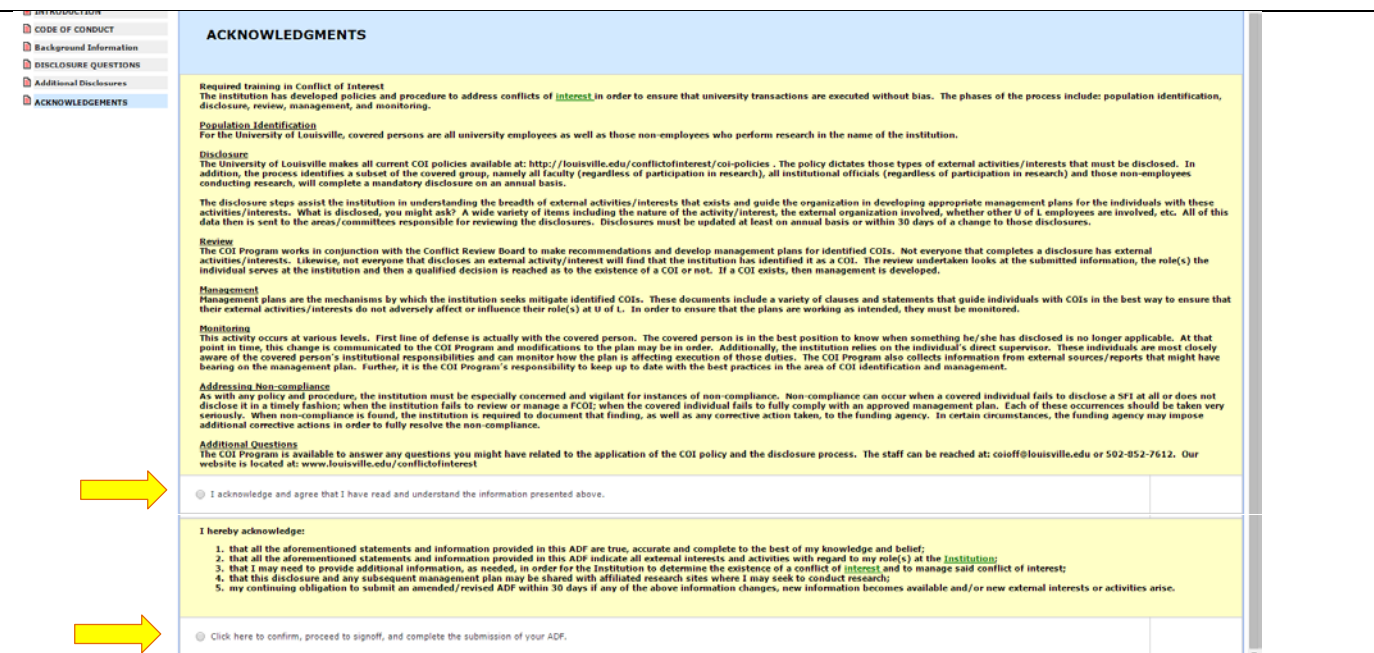
6. This will create (and open) a new ADF, and depending on the version, may contain your previous answers already pre-entered. You can then begin the disclosure process. Click **Continue** to move through each section to ensure that all of your answers/selections are still accurate and are adjusted, as needed.



7. REMINDER:

Your most recently submitted ADF should contain ALL of your current disclosures.

8. After updating your disclosures, complete the acknowledgment(s). If you are involved in research (and selected such as your role), you will have acknowledgements (shown to the right). Please select the radio button(s) to confirm and then click **Continue**.



<p>9. Click the Signoff and Submit button to save the form and move onto the signature page. DO NOT exit the form.</p>													
<p>10. 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.</p>													
<p>11. Please Wait... The system is processing the ADF submission.</p>													
<p>15. Congratulations, you have successfully completed the ADF. This is a tracking history of the submission. You may now select Logout in the upper right-hand corner.</p>	<table border="1"> <thead> <tr> <th>Status</th> <th>View Details</th> <th>Date Received / Date Completed</th> <th>Event Description</th> </tr> </thead> <tbody> <tr> <td>✓</td> <td></td> <td>08/29/2013 12:07 PM EDT 08/29/2013 12:07 PM EDT</td> <td>Allison G Ratterman as Submitter review and apply signoff</td> </tr> <tr> <td>✓</td> <td></td> <td>08/29/2013 12:04 PM EDT 08/29/2013 12:07 PM EDT</td> <td>Attestation and Disclosure Form is waiting to be submitted</td> </tr> </tbody> </table>	Status	View Details	Date Received / Date Completed	Event Description	✓		08/29/2013 12:07 PM EDT 08/29/2013 12:07 PM EDT	Allison G Ratterman as Submitter review and apply signoff	✓		08/29/2013 12:04 PM EDT 08/29/2013 12:07 PM EDT	Attestation and Disclosure Form is waiting to be submitted
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QUESTIONS???

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

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.