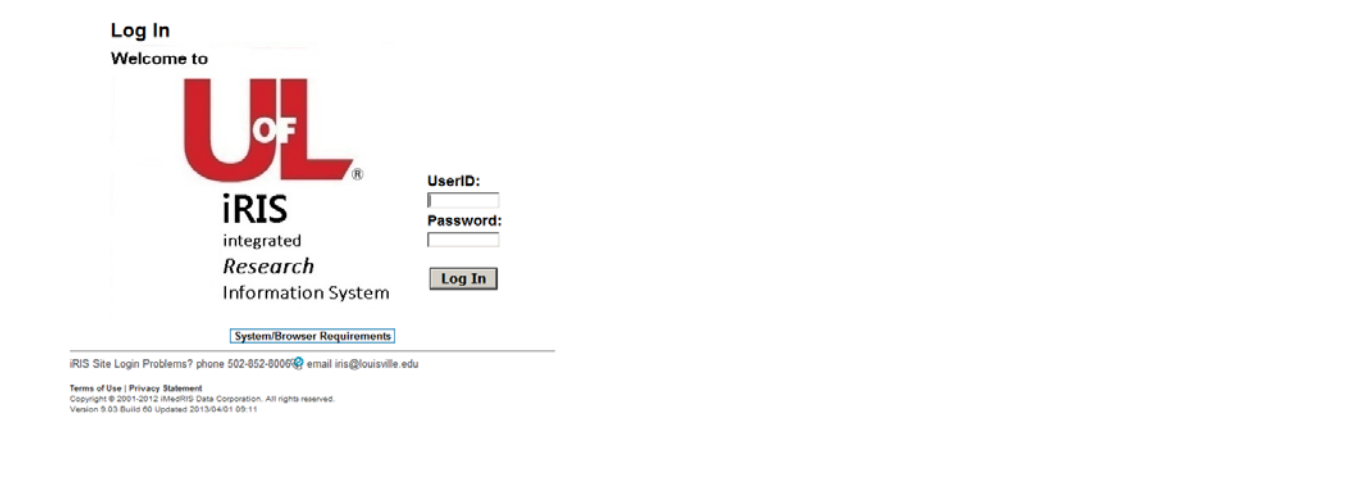
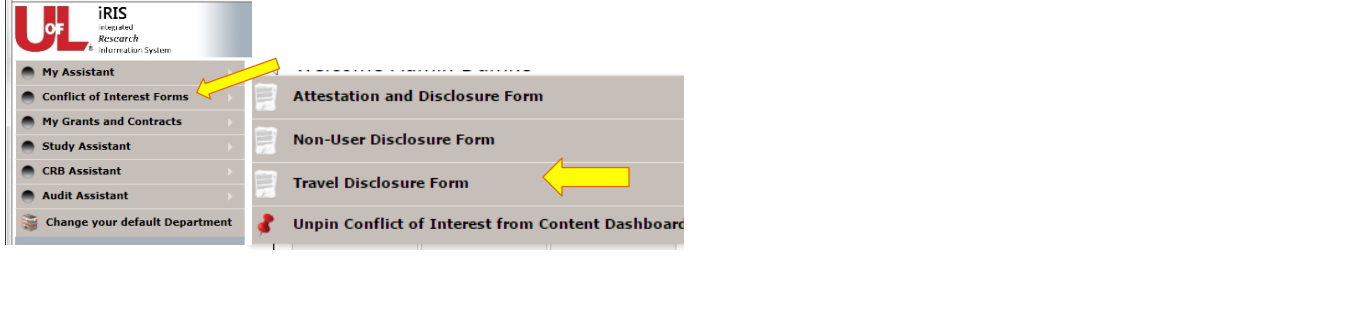
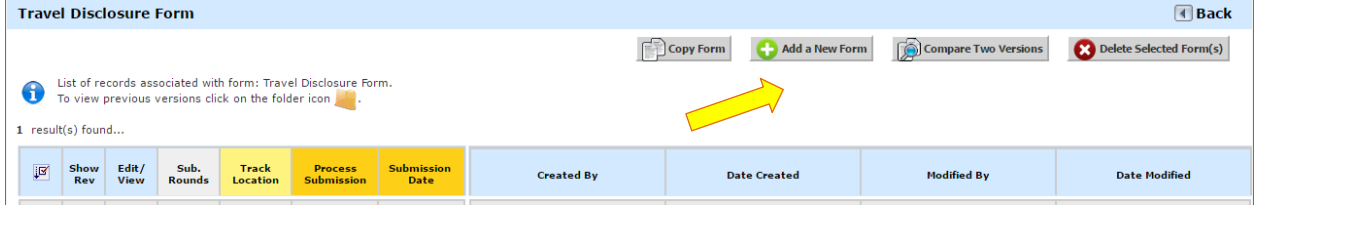


Completing a Travel Disclosure Form

In the integrated Research Information System (iRIS)

This form is for Travel disclosures **ONLY** and is to be used to report any paid or reimbursed travel from an external entity (not UofL) that **exceeds \$5,000 annually** from October 1 - September 30.


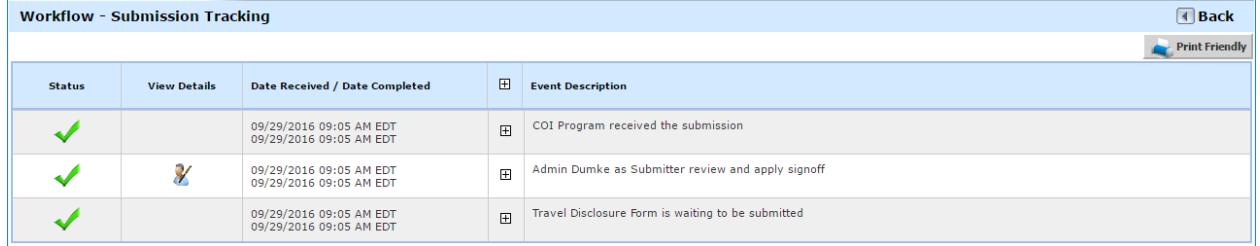



If you need to complete your annual Attestation and Disclosure Form (ADF), please visit <http://louisville.edu/conflictinterest> for those instructions. **This form will not fulfill your annual university disclosure requirement.**

<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. Your homepage in iRIS should have Conflict of Interest Forms pinned to your main screen. 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 Travel Disclosure Form. 	
<ol style="list-style-type: none"> 4. Click the Add a New Form button. This will start a new Travel Disclosure Form. 	

5. If appropriate, select “Yes” and the text will expand to expose additional questions related to the travel. Once you have entered all of your disclosure, click **Save and Continue to Next Section**.

6. Then select the Signoff and Submit button to save the form and move onto the signature page. **DO NOT** exit the form.

7. On the next screen, 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>8. Please Wait... The system is processing the submission.</p>																	
<p>9. Congratulations, you have successfully completed a travel disclosure in the iRIS system. 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>09/29/2016 09:05 AM EDT 09/29/2016 09:05 AM EDT</td> <td>COI Program received the submission</td> </tr> <tr> <td>✓</td> <td></td> <td>09/29/2016 09:05 AM EDT 09/29/2016 09:05 AM EDT</td> <td>Admin Dumke as Submitter review and apply signoff</td> </tr> <tr> <td>✓</td> <td></td> <td>09/29/2016 09:05 AM EDT 09/29/2016 09:05 AM EDT</td> <td>Travel Disclosure Form is waiting to be submitted</td> </tr> </tbody> </table>	Status	View Details	Date Received / Date Completed	Event Description	✓		09/29/2016 09:05 AM EDT 09/29/2016 09:05 AM EDT	COI Program received the submission	✓		09/29/2016 09:05 AM EDT 09/29/2016 09:05 AM EDT	Admin Dumke as Submitter review and apply signoff	✓		09/29/2016 09:05 AM EDT 09/29/2016 09:05 AM EDT	Travel Disclosure Form is waiting to be submitted
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COI QUESTIONS? For Disclosure related questions, contact the COI Program at coi@louisville.edu or 852-7612.

PROBLEMS WITH IRIS? For iRIS access issues or other technical issues, contact the iRIS helpdesk by logging onto <https://iris.support.louisville.edu/jira/servicedesk/customer/portal/6> or calling 852-8006.