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

1. Accessing iRIS
   a. Use a computer to access https://iris.louisville.edu through one of the following browsers: Chrome, Firefox, or Internet Explorer [11 or greater].

2. At the iRIS Login Screen, use your UofL Userid and password to log in. This is the same credentials you use to access ULink.

   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.

3. On the left side of your homepage in iRIS, click on Conflict of Interest Forms to open the side menu. Then, select Attestation and Disclosure Form.

   Issues?????
   If your screen does not allow you to click on any form task and/or does not display the Conflict of Interest Forms in the side menu, please look to the TOP RIGHT of the screen. If there is text that reads, MODERN, select that text and then return back to step 3.

4. Click the Add a New Form button. This will start a new ADF and you can begin the disclosure process.
5. The first section contains introductory information on the Conflict of Interest Policy. Make sure to review the information. Select the radio button to confirm.

6. Then, select **Continue** (on the top, right of the page) to go to the next section. Use the **Continue** button to move through each section of the form.

7. The next section asks for background information related to your employment and/or role with UofL and data protection questions. Please ensure that you select ALL appropriate roles. Failure to select essential roles, such as those involved in research, may require the completion of a new ADF.

Click **Continue** (on the top, right of the page) when you have completed the section.
8. The next section presents the disclosure questions related to your roles/activities at UoL. 
Please Note: Answering “Yes” to a main disclosure question may display follow up questions. Enter additional information, as appropriate.

After completing all questions in this section, click Continue.

9. The next screen will continue with the disclosure questions. Select your response and enter additional information for a “Yes” selection.

Click Continue, when completed.

10. Next, you will provide an Attestation to the Code of Conduct and answer university required questions related to government eligibility.

After completing the attestation and additional questions, click Continue.

11. The Training section is next. Make sure to review the information. Select the radio button to confirm.

When completed, click Continue.
12. In the next section, you must complete the acknowledgments. Please select each radio button to confirm and then click Continue.

13. Click the **Signoff and Submit** button to save the form and move onto the signature page. **DO NOT** exit the form.

14. To complete the disclosure form submission process, you will need to enter your UofL userid and password (same as the login). Once you have entered your userid and password, click **Save Signoff**.

15. **Please Wait... The system is processing the ADF submission.**
16. Congratulations, you have successfully completed the ADF in the 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 **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/user/login?destination=portal%2F6 or calling 852-8006.