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

1. Accessing IRIS
   a. Access
      [https://iris.louisville.edu](https://iris.louisville.edu)

2. At the Microsoft Login Screen, use your UofL User ID with @louisville.edu (userid@louisville.edu) and then click Next to enter your password to log in.

   If you are already logged into a Microsoft account online, the system may automatically log you in. If you are under another account, you must first log out before going to IRIS.

3. On the left side of your homepage in iRIS, hover your mouse over My Workspaces to open the side menu. Then, select Conflict of Interest.

   If you do not have Conflict of Interest in your options menu, email coi@louisville.edu for assistance.

4. At the Conflict of Interest Workspace, select Attestation and Disclosure Form.

   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.
5. Click the **Add a New Form** button. This will start a new ADF and you can begin the disclosure process.

6. The first section contains introductory information on the Conflict of Interest Policy. Make sure to review the information.

   Select the **radio button** at the bottom of the page to confirm.

7. 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.
8. 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.

9. The following section covers **UofL Roles and Activities**.

*Please Note: Answering “Yes” to a main disclosure question may display follow up questions. Enter additional information, as appropriate.*

Click **Continue** when you have completed the section.

10. The next section presents the disclosure questions related to **U.S. Based Relationships and Activities** (non-U.S. disclosures occur in the next section).

After completing all questions in this section, click **Continue**.
11. The **International Relationships and Activities** are in the next disclosure section.

After completing all questions in this section, click **Continue**.

12. The next screen will continue with additional disclosure questions.

Click **Continue**, when completed.

13. Next, you will provide an **Attestations and Declarations**.

After completing the section, click **Continue**.

14. The Training section is next. Make sure to review the information. **Select each radio button** throughout the text as you read the materials.

When completed, click **Continue**.
15. In the next section, you must complete the acknowledgments.

Please select each radio button to confirm and then click Continue.

16. Click the **Signoff and Submit** button to save the form and move onto the signature page.

**DO NOT exit the form.**

17. A pop-up may appear that reminds you to sign-off on the submission. Press “Ok” (or wait for the countdown)
18. The next page will open. To complete the disclosure form submission process, you must click **Save Signoff**.

19. Please Wait... The system is processing the ADF submission.

20. Congratulations, you have successfully completed the ADF in the iRIS system and will be returned to the homepage.

   You will receive an email confirming the ADF completion within 5 minutes of finishing the form. If you do not receive the email, please contact the COI Office.

---

**Conflict of Interest (COI) QUESTIONS?** For Disclosure or COI form related questions, contact the COI Office 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 the **Service Desk**.