
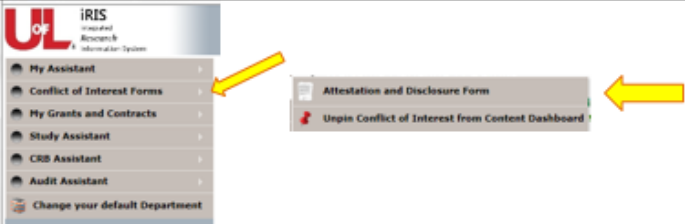

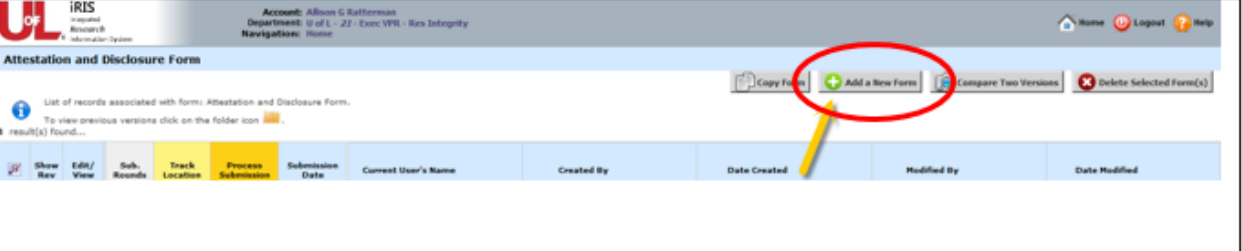

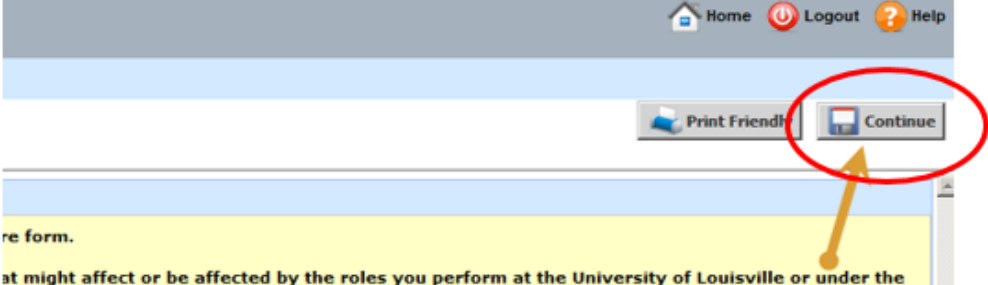
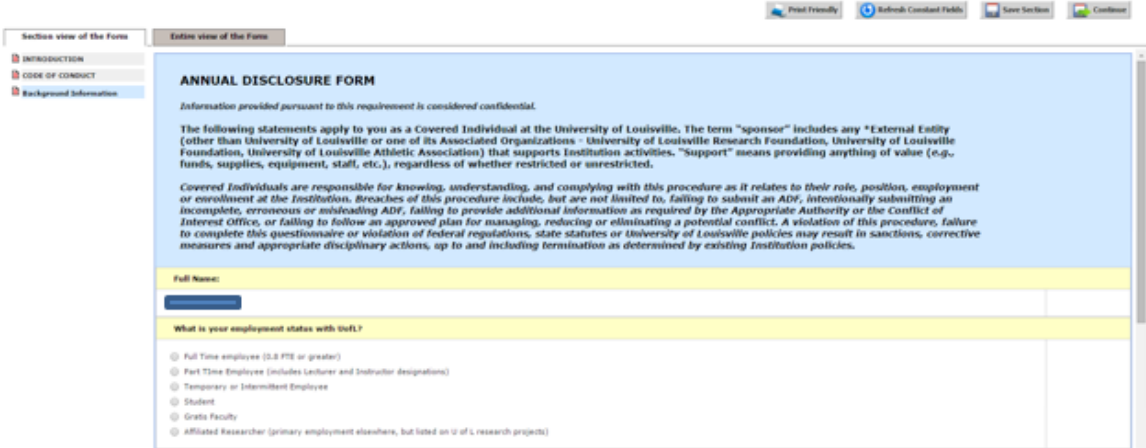
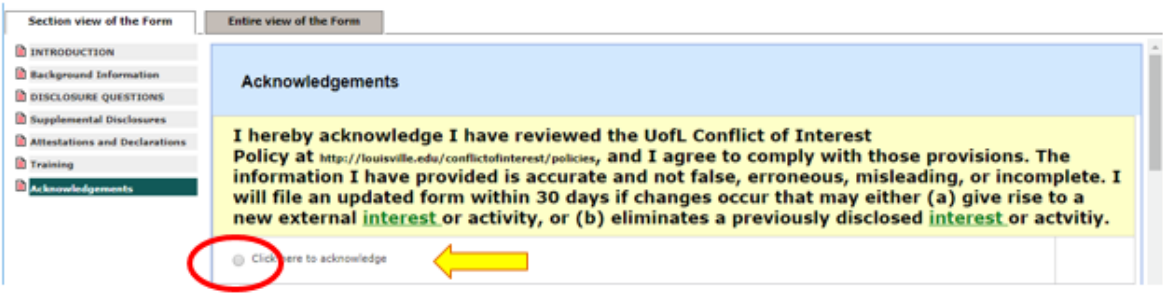
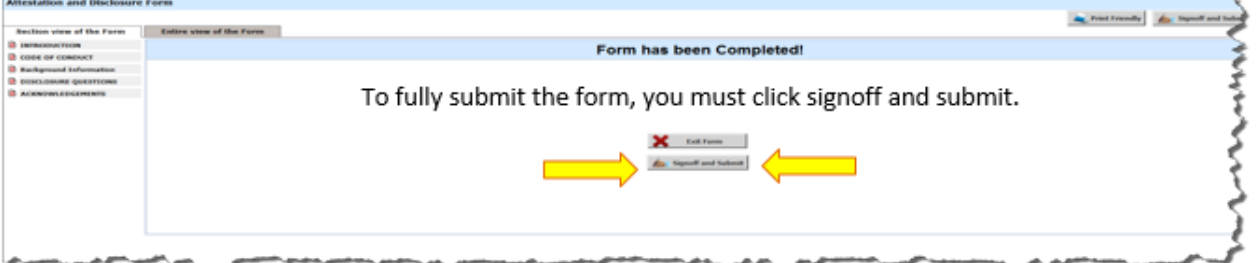
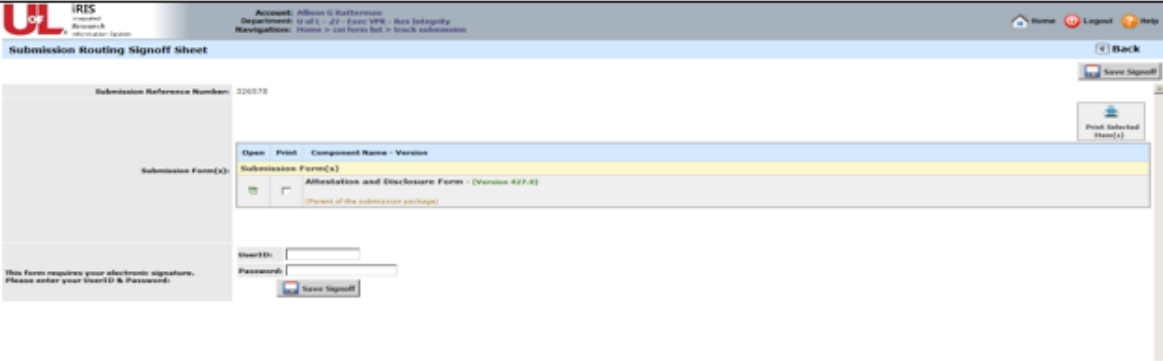
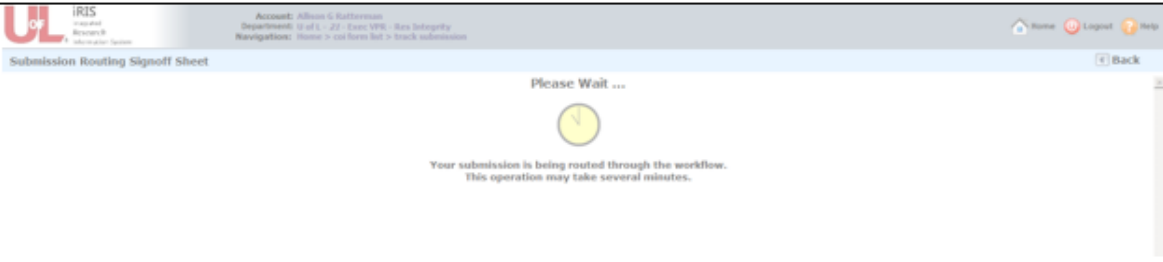


## Completing an Attestation and Disclosure Form (ADF) in the integrated Research Information System (iRIS)

<p>1. Accessing iRIS</p> <p>a. Use a computer to access <a href="https://iris.louisville.edu">https://iris.louisville.edu</a> through one of the following browsers: Chrome, FireFox, or Internet Explorer (11 or greater).</p> <p>2. At the iRIS Login Screen, use your UofL <b>Userid</b> and password to log in. This in the same credentials you use to access <b>ULink</b>.</p>	 <p><b>If you cannot login with your UofL credentials, please log into the <a href="#">Service Desk</a> to report the issue.</b></p> <p><b>If you cannot access the Service Desk, please call the UofL Help Desk at 852-7997 for password assistance.</b></p>
<p>3. On the left side of you homepage in iRIS, click on <b>Conflict of Interest Forms</b> to open the side menu. Then, select <b>Attestation and Disclosure Form</b>.</p>	
<p><b>★ Issues?????</b></p> <p><b>If</b> your screen does not allow you to click on any form task and/or does not display the <b>Conflict of Interest Forms</b> in the side menu, please look to the <b>TOP RIGHT</b> of the screen. If there is text that reads, <b>MODERN</b>, select that text and then return back to step 3.</p>	 <p><b><i>If needed, click here to change to Modern view</i></b></p>
<p>4. Click the <b>Add a New Form</b> button. This will start a new ADF and you can begin the disclosure process.</p>	

<p>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.</p>	
<p>6. Then, select <b>Continue</b> (on the top, right of the page) to go to the next section. Use the <b>Continue</b> button to move through each section of the form.</p>	
<p>7. The next section asks for background information related to your employment and/or role with UofL and data protection questions. <i>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.</i></p> <p>Click <b>Continue</b> (on the top, right of the page) when you have completed the section.</p>	

<p>8. The next section present the disclosure questions related to your roles/activities at UofL. <i>Please Note: Answering "Yes" to a main disclosure question may display follow up questions. Enter additional information, as appropriate.</i></p> <p>After completing all questions in this section, click <b>Continue</b>.</p>	
<p>9. The next screen will continue with the disclosure questions. Select your response and enter additional information for a "Yes" selection.</p> <p>Click <b>Continue</b>, when completed.</p>	
<p>10. Next, you will provide an Attestation to the Code of Conduct and answer university required questions related to government eligibility.</p> <p>After completing the attestation and additional questions, click <b>Continue</b>.</p>	
<p>11. The Training section is next. Make sure to review the information. Select the radio button to confirm.</p> <p>When completed, click <b>Continue</b>.</p>	

<p>12. In the next section, you must complete the acknowledgments.</p> <p>Please select each radio button to confirm and then click <b>Continue</b>.</p>	
<p>13. Click the <b>Signoff and Submit</b> button to save the form and move onto the signature page. <b>DO NOT</b> exit the form.</p>	
<p>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 <b>Save Signoff</b>.</p>	
<p>15. Please Wait... The system is processing the ADF submission.</p>	

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.

The screenshot shows the iRIS Submission Tracking interface. At the top, it displays the user's account information: Account: Allison G Katterman, Department: School of Education - Row Integrity, and Navigation: Home > iRIS Home. There are links for Home, Logout, and Help in the top right corner. Below the header is a table titled "Workflow - Submission Tracking". The table has four columns: Status, View Details, Date Received / Date Completed, and Event Description. There are two rows of data, both with a green checkmark in the Status column.

Status	View Details	Date Received / Date Completed	Event Description
✓		08/28/2013 12:07 PM EDT 08/28/2013 12:07 PM EDT	Allison G Katterman as Submitter review and apply signoff
✓		08/28/2013 12:04 PM EDT 08/28/2013 12:07 PM EDT	Attestation and Disclosure Form is waiting to be submitted

**COI QUESTIONS?** For Disclosure or ADF related questions, contact the COI Program at [coi@louisville.edu](mailto: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.