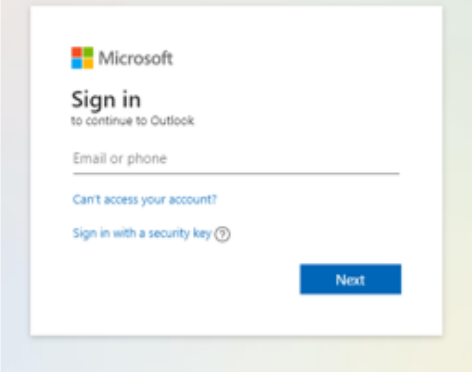
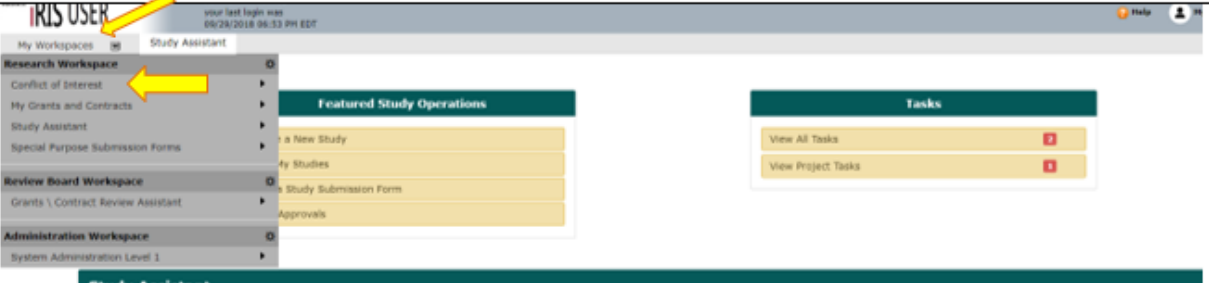
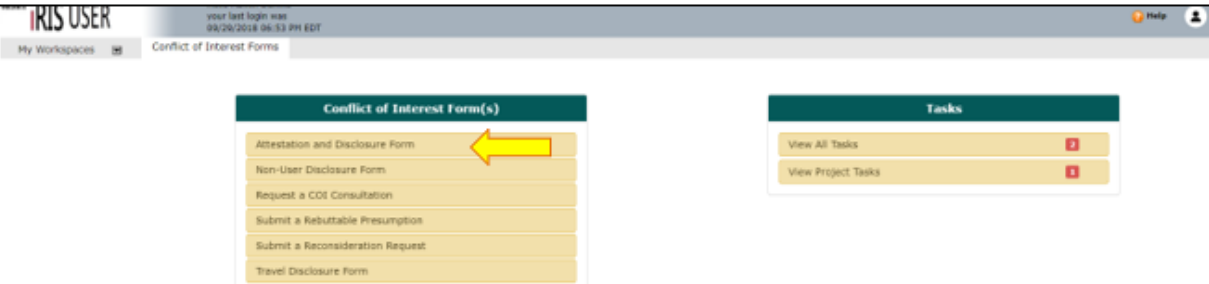
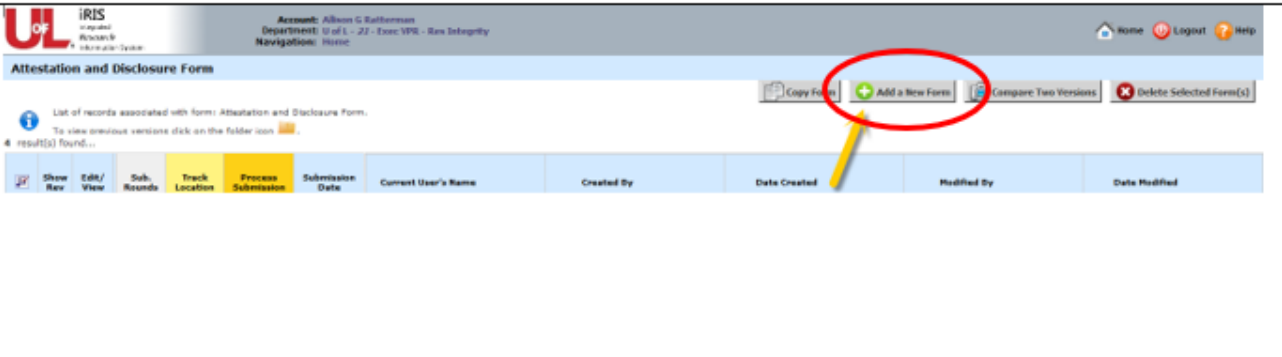
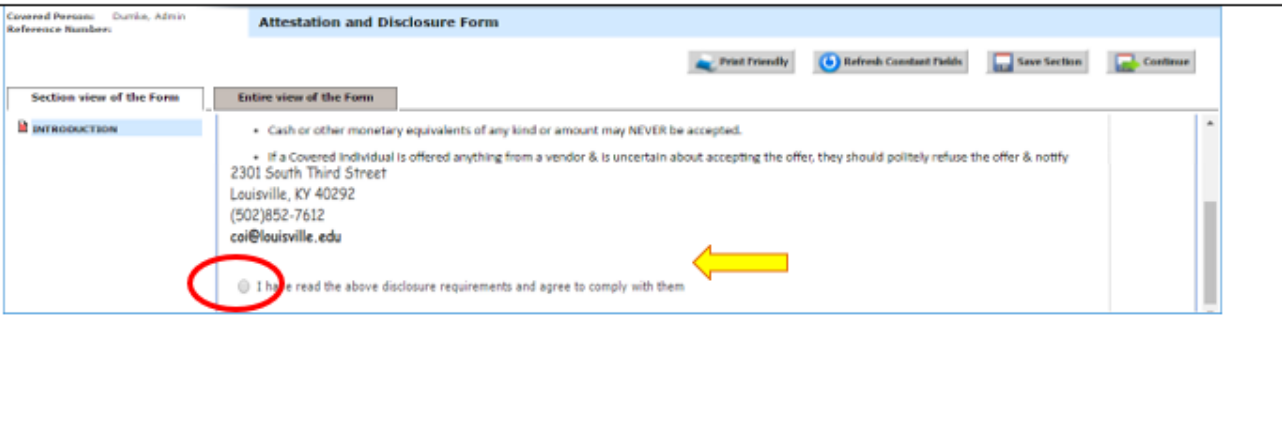
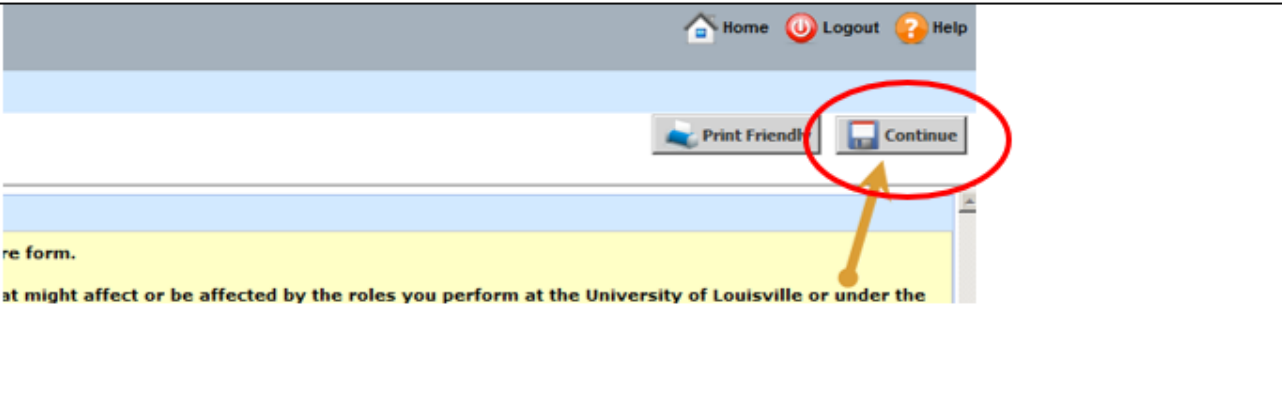


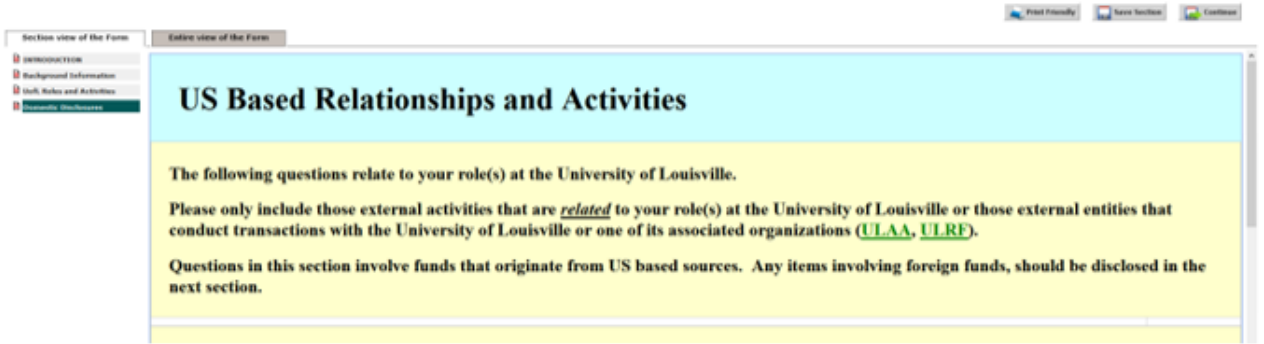

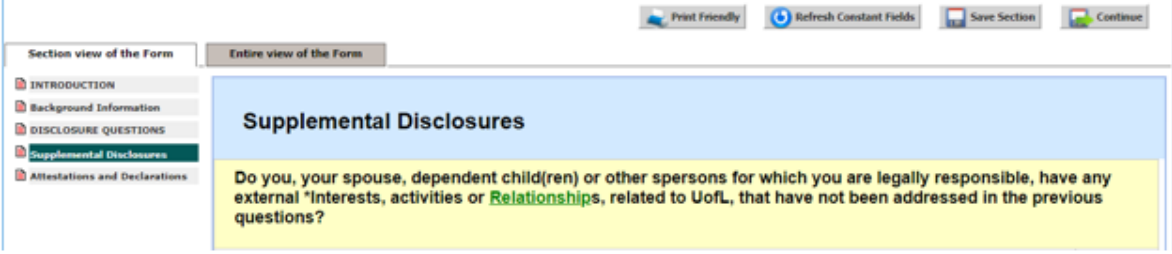
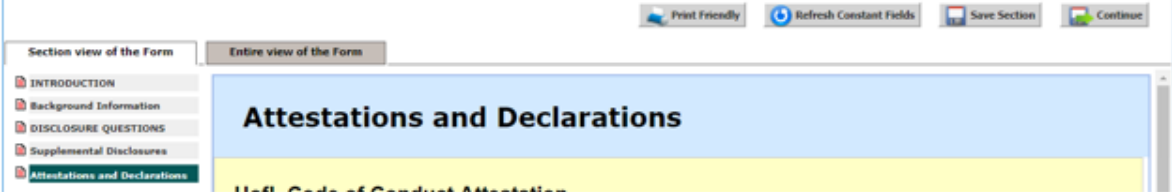



Completing an Attestation and Disclosure Form (ADF) in the integrated Research Information System (iRIS)

<p>1. Accessing iRIS</p> <p>a. Access https://iris.louisville.edu</p> <p>2. At the Microsoft Login Screen, use your UofL UserID with @louisville.edu (userid@louisville.edu) and then click Next to enter your password to log in.</p> <p>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.</p>	 <p>If you cannot login with your UofL credentials, please log into the Service Desk to report the issue.</p> <p>If you cannot access the Service Desk, please call the UofL Help Desk at 852-7997 for password assistance.</p>
<p>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.</p> <p><i>If you do not have Conflict of Interest in your options menu, email coi@louisville.edu for assistance.</i></p>	
<p>4. At the Conflict of Interest Workspace, select Attestation and Disclosure Form.</p>	

<p>5. Click the Add a New Form button. This will start a new ADF and you can begin the disclosure process.</p>	 <p>The screenshot shows the top navigation bar with 'UL IRIS' logo and user information. Below the header, there are buttons for 'Copy Form', 'Add a New Form', 'Compare Two Versions', and 'Delete Selected Form(s)'. The 'Add a New Form' button is circled in red, and a yellow arrow points to it. Below the buttons is a table with columns: Show Rev, Edit/View, Sub. Records, Track Location, Process Submission, Submission Date, Current User's Name, Created By, Date Created, Modified By, and Date Modified.</p>
<p>6. The first section contains introductory information on the Conflict of Interest Policy. Make sure to review the information.</p> <p>Select the radio button at the bottom of the page to confirm.</p>	 <p>The screenshot shows the 'Introduction' section of the form. It contains text about the Conflict of Interest Policy. At the bottom, there is a radio button labeled 'I have read the above disclosure requirements and agree to comply with them'. The radio button is circled in red, and a yellow arrow points to it. Other buttons like 'Print Friendly', 'Refresh Content Fields', 'Save Section', and 'Continue' are visible at the top right.</p>
<p>7. Then, select Continue (on the top, right of the page) to go to the next section.</p> <p>Use the Continue button to move through each section of the form.</p>	 <p>The screenshot shows the top navigation bar with 'Home', 'Logout', and 'Help' buttons. Below the header, there are buttons for 'Print Friendly' and 'Continue'. The 'Continue' button is circled in red, and a yellow arrow points to it. The main content area is partially visible, showing a yellow background.</p>

<p>8. The next section asks for background information related to your employment and/or role with UofL and data protection questions.</p> <p><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 Continue (on the top, right of the page) when you have completed the section.</p>	
<p>9. The following section covers UofL Roles and Activities.</p> <p><i>Please Note: Answering "Yes" to a main disclosure question may display follow up questions. Enter additional information, as appropriate.</i></p> <p>Click Continue when you have completed the section.</p>	
<p>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).</p> <p>After completing all questions in this section, click Continue.</p>	

<p>11. The International Relationships and Activities are in the next disclosure section.</p> <p>After completing all questions in this section, click Continue.</p>	
<p>12. The next screen will continue with additional disclosure questions.</p> <p>Click Continue, when completed.</p>	
<p>13. Next, you will provide an Attestations and Declarations.</p> <p>After completing the section, click Continue.</p>	
<p>14. The Training section is next. Make sure to review the information. Select each radio button throughout the text as you read the materials.</p> <p>When completed, click Continue.</p>	



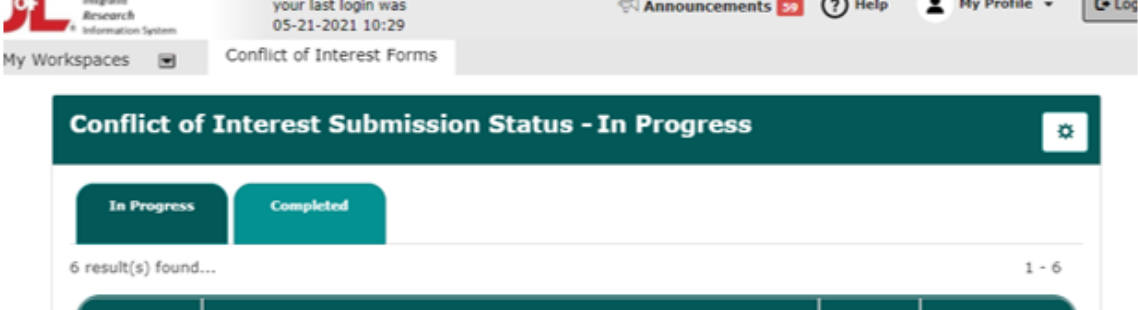
15. In the next section, you must complete the acknowledgments.

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)

<p>18. The next page will open. To complete the disclosure form submission process, you must click Save Signoff.</p>	
<p>19. Please Wait... The system is processing the ADF submission.</p>	
<p>20. Congratulations, you have successfully completed the ADF in the iRIS system and will be returned to the homepage.</p> <p>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.</p>	

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](#).