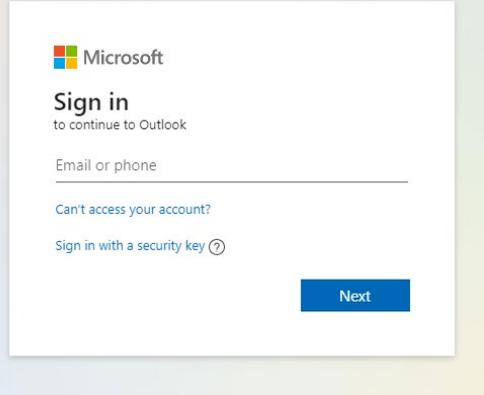


## Completing an Attestation and Disclosure Form (ADF) in the integrated Research Information System (iRIS)

<p>1. Accessing iRIS</p> <p>a. Access <a href="https://iris.louisville.edu">https://iris.louisville.edu</a></p> <p>2. At the Microsoft Login Screen, use your UofL <b>UserID</b> with @louisville.edu (userid@louisville.edu) and then click <b>Next</b> 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>	 <div data-bbox="1204 375 2198 613" style="border: 1px solid black; padding: 10px;"> <p>If you cannot login with your UofL credentials, please log into the <a href="#">Service Desk</a> 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> </div>
<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><i>If you do not have <b>Conflict of Interest Forms</b> in your options menu, email <a href="mailto:coi@louisville.edu">coi@louisville.edu</a> for assistance.</i></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>	

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

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.  
*By default, all possible roles with UofL are pre-selected. You must de-select those roles that DO NOT apply to you.*

Click **Continue** (on the top, right of the page) when you have completed the section.

8. The next section present the disclosure questions related to your roles/activities at UofL. *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**.

Section view of the Form | Entire view of the Form

INTRODUCTION  
Background Information  
UofL Roles and Activities

## UofL Roles, Responsibilities and Activities

### Relatives Working at UofL

Does or will a Relative supervise (directly or indirectly) your UofL duties? For the purposes of this question, indirect means less than three levels of supervision (see examples below) separate you from your Relative.

Examples of Levels of Supervision:  
Staff Member> Manager> Asst/Associate Director> Director/ Sr Director/ Exec Director> Asst/Assoc VP> Sr VP/Exec VP/ VP> President  
Faculty Member> Vice Chair/Division Chief> Chair> Vice Dean> Dean> Asst/Assoc Provost> Provost> President

Yes  No

Do you or will you supervise (directly or indirectly) a Relative in their UofL duties? For the purposes of this question, indirect means less than three levels of supervision (see examples below) separate you from your Relative.

Examples of Levels of Supervision:  
Staff Member> Manager> Asst/Associate Director> Director/ Sr Director/ Exec Director> Asst/Assoc VP> Sr VP/Exec VP/ VP> President  
Faculty Member> Vice Chair/Division Chief> Chair> Vice Dean> Dean> Asst/Assoc Provost> Provost> President

Yes  No

9. The next section present the disclosure questions related to US Based activities. *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**.

Section view of the Form | Entire view of the Form

INTRODUCTION  
Background Information  
UofL Roles and Activities  
Domestic Disclosures

## US Based Relationships and Activities

The following questions relate to your role(s) at the University of Louisville.

Please only include those external activities that are related to your role(s) at the University of Louisville or those external entities that conduct transactions with the University of Louisville or one of its associated organizations (ULAA, ULRF).

Questions in this section involve funds that originate from US based sources. Any items involving foreign funds, should be disclosed in the next section.

10. The next section present the disclosure questions related to International activities. *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**.

Section view of the Form | Entire view of the Form

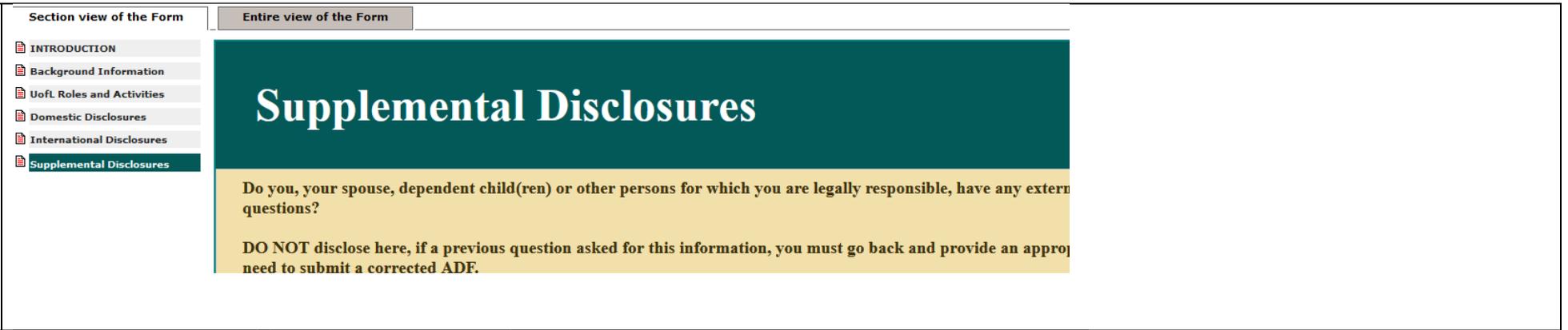
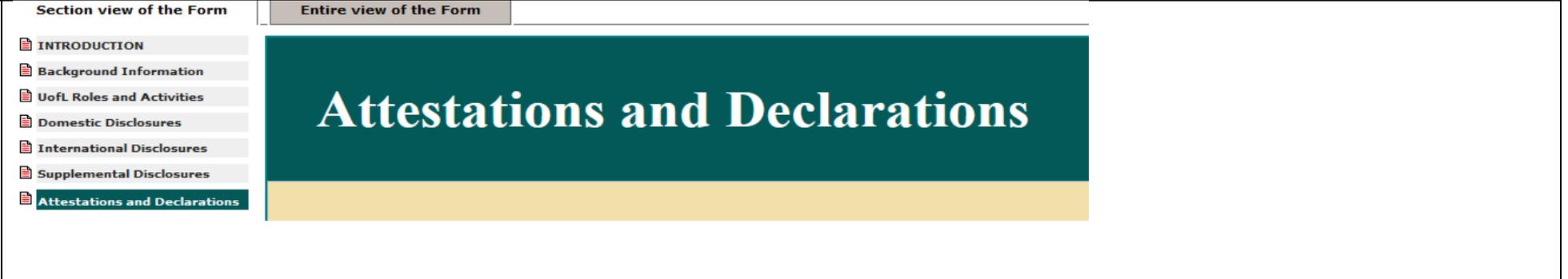
INTRODUCTION  
Background Information  
UofL Roles and Activities  
Domestic Disclosures  
International Disclosures

## International Relationships and Activities

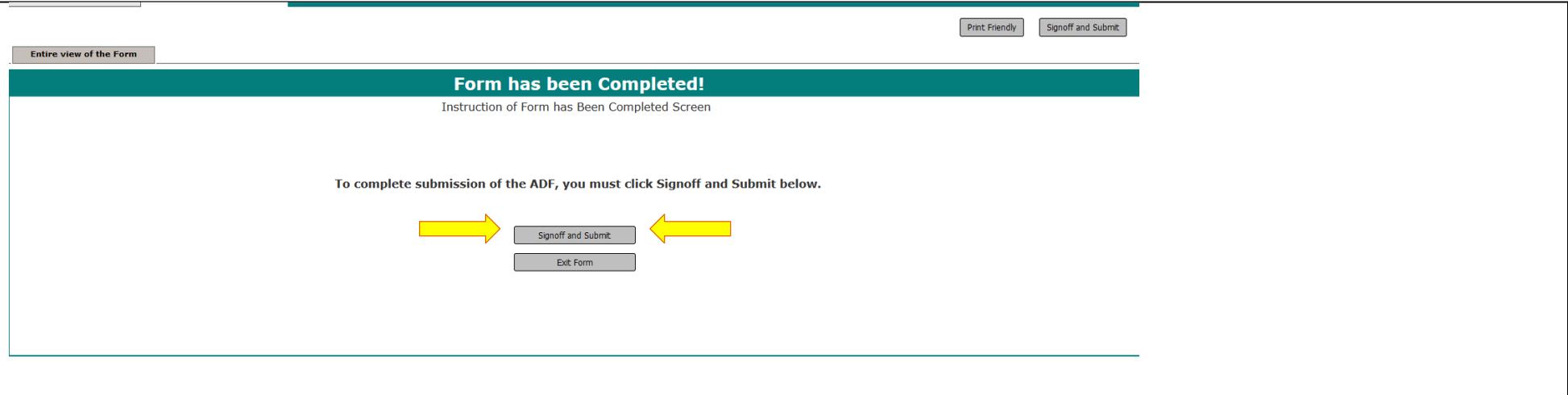
The following questions relate to your role(s) at the University of Louisville.

Please only include those external activities that are related to your role(s) at the University of Louisville or those external entities that conduct transactions with the University of Louisville or one of its associated organizations (ULAA, ULRF).

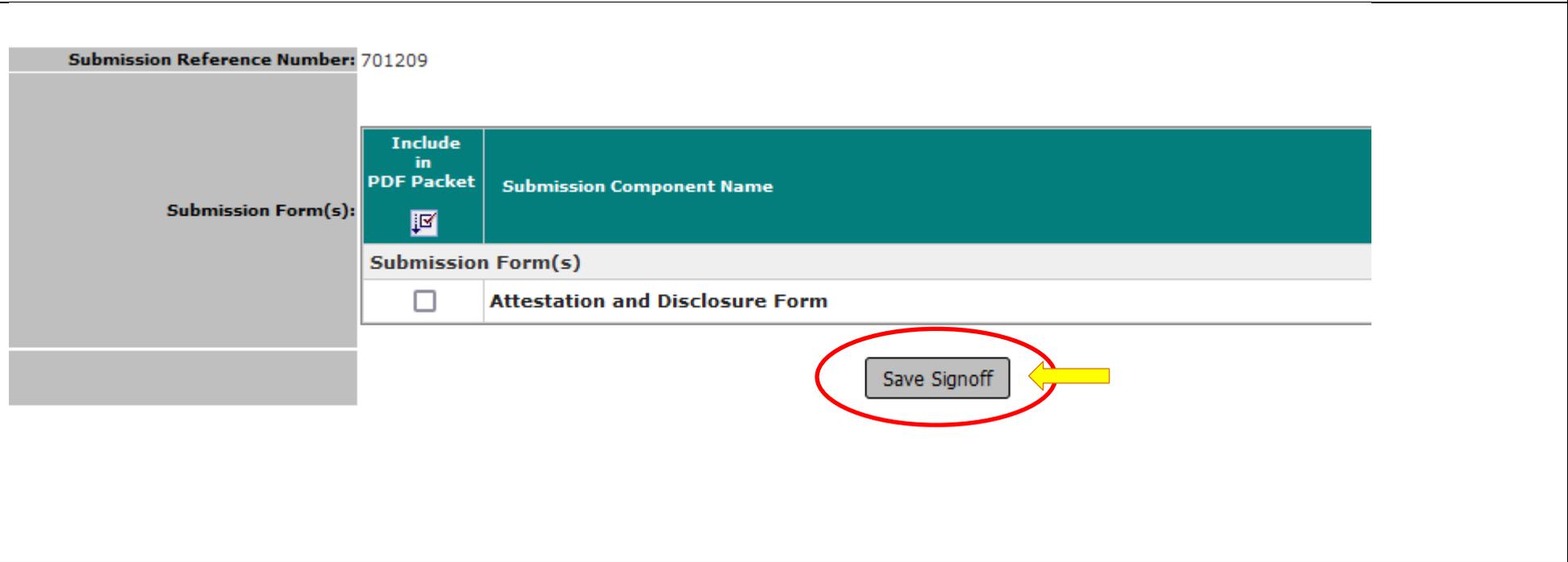
Questions in this section involve funds that originate from non-US (foreign) sources. Any items involving domestic (US based) funds, should be disclosed in the previous section.

<p>11. 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>12. Next, you will provide an Attestations and Declarations.</p> <p>After completing the attestation and additional questions, click <b>Continue</b>.</p>	
<p>13. The Training section is next. Make sure to review the information.</p> <p>When completed, click <b>Continue</b>.</p>	<p>Select all radio buttons throughout the training section to confirm.</p>
<p>14. 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>	

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



16. The next page will open. To complete the disclosure form submission process, you must click **Save Signoff**.



17. 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.

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

Reference Number	Form Name	Date Submitted	Actions
701196	Attestation and Disclosure Form	01/16/2024 01:50 PM EST	Steps

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graph LR
    A[Pre-Submission] --> B[Conflict Review Board Pre-Review]
    B --> C[Changes-Requested]
    C --> B
    
```

Task Status	Task Action/Details	Task Name	Date Created	Date Completed	Total Time
Pre-Submission	<span>Retract Submission</span>		01/16/2024 01:49 PM EST	01/16/2024 01:50 PM EST	0 Day(s) 0 Hour(s) 0 Minute(s)

**COI QUESTIONS?** For Disclosure or ADF related questions, contact the COI Office at [coi@louisville.edu](mailto:coi@louisville.edu) or 852-7612.

**PROBLEMS WITH IRIS?** For iRIS access issues or other technical issues, contact the ITS helpdesk