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

1. Accessing iRIS

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.

   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, click on Conflict of Interest Forms to open the side menu. Then, select Attestation and Disclosure Form.

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

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

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. 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 presents 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.

9. The next section presents 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.

10. The next section presents 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.
11. The next screen will continue with the disclosure questions. Select your response and enter additional information for a “Yes” selection.
   
   Click Continue, when completed.

12. Next, you will provide an Attestations and Declarations.

   After completing the attestation and additional questions, click Continue.

13. The Training section is next. Make sure to review the information.

   When completed, click Continue.

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

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

COI QUESTIONS? For Disclosure or ADF 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 ITS helpdesk