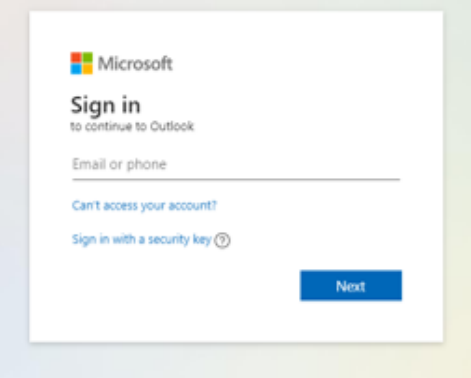
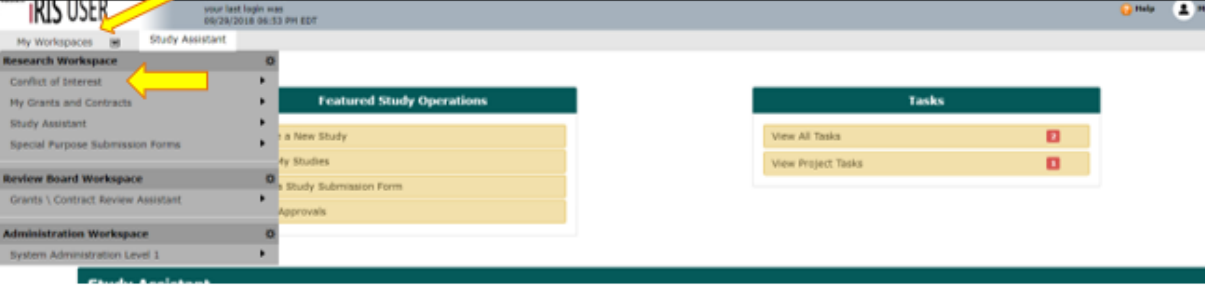
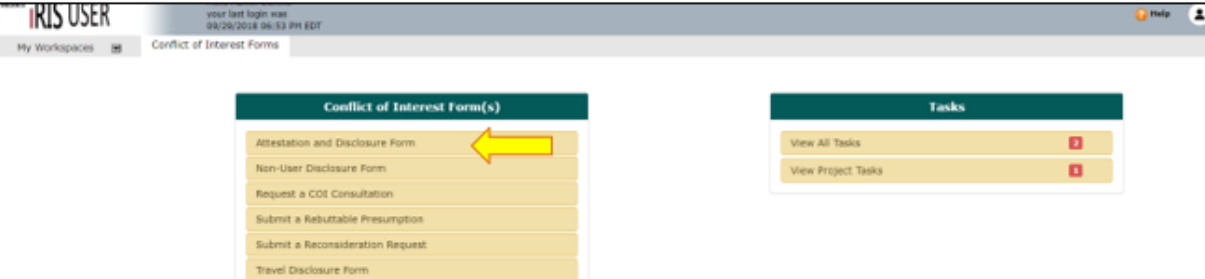


Completing an Attestation and Disclosure Form (ADF) in the integrated Research Information System (iRIS)

<ol style="list-style-type: none"> 1. Accessing iRIS <ol style="list-style-type: none"> a. Access https://iris.louisville.edu 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. 	 <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>
<ol style="list-style-type: none"> 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. <i>If you do not have Conflict of Interest in your options menu, email coi@louisville.edu for assistance.</i> 	
<ol style="list-style-type: none"> 4. At the Conflict of Interest Workspace, select Attestation and Disclosure Form. 	

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

The screenshot shows the top navigation bar of the UL IRIS system. The user is logged in as Allison G. Safferman, Department of L - 22 - Exec VPR - Raw Integrity. The main heading is 'Attestation and Disclosure Form'. Below the heading, there are buttons for 'Copy Form', 'Add a New Form' (circled in red with a yellow arrow), 'Compare Two Versions', and 'Delete Selected Form(s)'. A table below lists records associated with the form, with columns for 'Show/Rev', 'Edit/View', 'Sub/Rounds', 'Track Location', 'Process Submission', 'Submission Date', 'Current User's Name', 'Created By', 'Date Created', 'Modified By', and 'Date Modified'.

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.

The screenshot shows the 'Attestation and Disclosure Form' with the 'Introduction' section selected. The section contains introductory information on the Conflict of Interest Policy, including a list of rules: 'Cash or other monetary equivalents of any kind or amount may NEVER be accepted.' and 'If a Covered Individual is offered anything from a vendor & is uncertain about accepting the offer, they should politely refuse the offer & notify 2301 South Third Street, Louisville, KY 40292, (502)852-7612, coi@louisville.edu'. At the bottom, there is a radio button labeled 'I have read the above disclosure requirements and agree to comply with them', which is circled in red with a yellow arrow pointing to it.

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.

The screenshot shows the top navigation bar of the UL IRIS system. The user is logged in as Allison G. Safferman, Department of L - 22 - Exec VPR - Raw Integrity. The main heading is 'Attestation and Disclosure Form'. Below the heading, there are buttons for 'Print Friendly' and 'Continue' (circled in red with a yellow arrow). The form content is partially visible, showing a yellow background with text that reads 're form.' and 'at might affect or be affected by the roles you perform at the University of Louisville or under the'.

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.

Section view of the Form

INTRODUCTION

CODE OF CONDUCT

Background Information

Online view of the Form

ANNUAL DISCLOSURE FORM

Information provided pursuant to this requirement is considered confidential.

The following statements apply to you as a Covered Individual at the University of Louisville. The term "sponsor" includes any "External Entity (other than University of Louisville or one of its Associated Organizations - University of Louisville Research Foundation, University of Louisville Foundation, University of Louisville Athletic Association) that supports Institution activities. "Support" means providing anything of value (e.g., funds, supplies, equipment, staff, etc.), regardless of whether restricted or unrestricted.

Covered Individuals are responsible for knowing, understanding, and complying with this procedure as it relates to their role, position, employment or enrollment at the Institution. Breaches of this procedure include, but are not limited to, failing to submit an ADF, intentionally submitting an incomplete, erroneous or misleading ADF, failing to provide additional information as required by the Appropriate Authority or the Conflict of Interest office, or failing to follow an approved plan for managing, reducing or eliminating a potential conflict. A violation of this procedure, failure to complete this questionnaire or violation of federal regulations, state statutes or University of Louisville policies may result in sanctions, corrective measures and appropriate disciplinary actions, up to and including termination as determined by existing Institution policies.

Full Name:

What is your employment status with UofL?


☐ Full Time employee (0.5 FTE or greater)
☐ Part Time Employee (includes Lecturer and Instructor designations)
☐ Temporary or Interim/term Employee
☐ Student
☐ Grante Faculty
☐ Affiliated Researcher (primary employment elsewhere, but listed on U of L research projects)

9. The next section presents the disclosure questions related to your roles/activities at UofL.

US Based Relationships

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**.



University of Colorado
 Research and Innovation
 Investment 2015-2019: 2015-2019, 2019-2020
 Registration: Spring 2019-2020

[Home](#)
[About Us](#)
[Contact Us](#)

Registration and Disclosure Form

Section one of the Form

DISCLOSURE QUESTIONS

1. Do you, your spouse or dependent child have role, relationship or interest in an "External Entity" that conducts business, academic, clinical and/or research transactions with the University of Colorado or any of its Associated Organizations?

2. Do you, your spouse or dependent child receive anything of value ("gift") greater than \$75 per year related to your "role(s)" within the Institution, from an "External Entity" that provides goods, services and/or funds to the University of Colorado, or any of its Associated Organizations? Does receipt of gifts include: Travel costs, lodging, transport, educational conference / registration fees, honoraria or honoraria in connection with research, software, gift(s) / royalties, or other tangible items. (Receipts received through the employee benefits program do not need to be reported.)

3. Do students, interns, residents, fellows, graduate students, or other trainees under your supervision or mentorship participate in University of Colorado Research, Scholarship or Creative Activity(s) in which you, your spouse or your dependent child have an external "Interest"?

4. Do you or your spouse employ Covered Individuals or students in an External Entity that you also supervise/mentor/train in your institutional role(s)?

5. Do you, your spouse or dependent child(s) receive sponsored or non-sponsored travel directly from an "External Entity" that conducts business, academic, clinical or research transactions with the Institution or one of its associated organizations? This would be travel that is not processed through normal institutional procedures.

6. Do you own or control the purchase of your own or your dependent's "tangible personal property" (this includes camera, cash, cell phone, automobile, software or equipment).

Section two of the Form

Print Results

Print

10. The next screen will continue with the disclosure questions. Select your response and enter additional information for a "Yes" selection.

Click **Continue**, when completed.

Print Friendly

Refresh Constant Fields

Save Section

Continue

Section view of the Form

Entire view of the Form

INTRODUCTION

Background Information

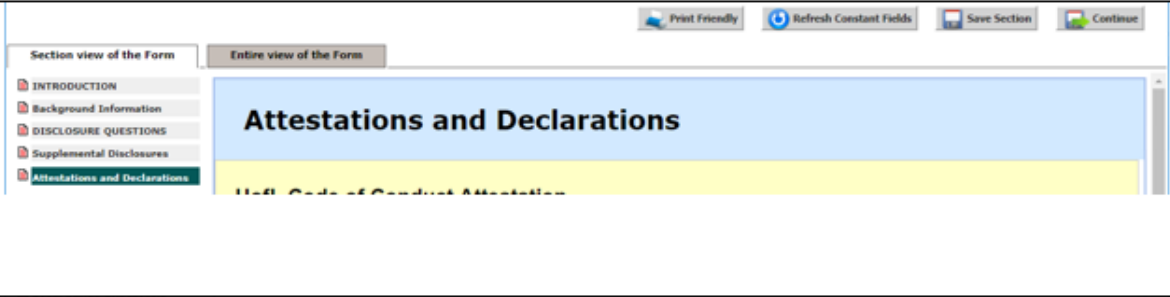

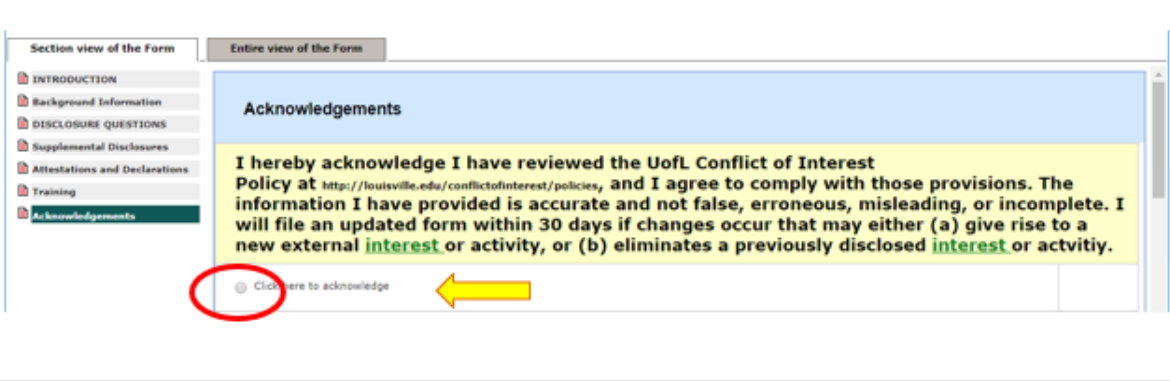
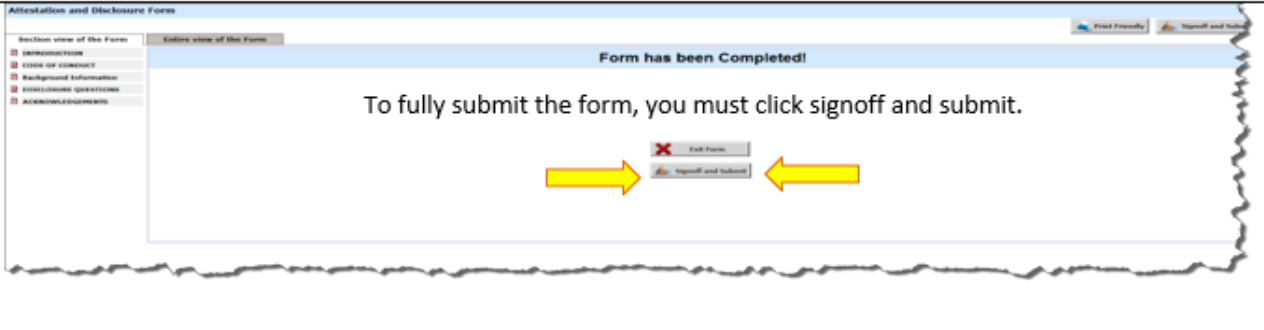
DISCLOSURE QUESTIONS


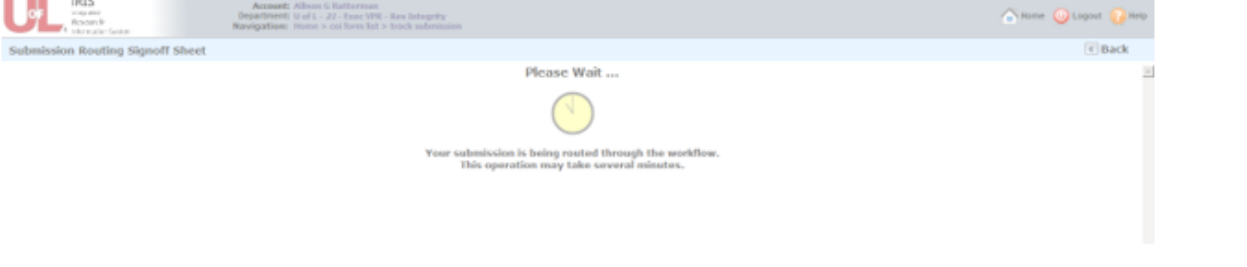
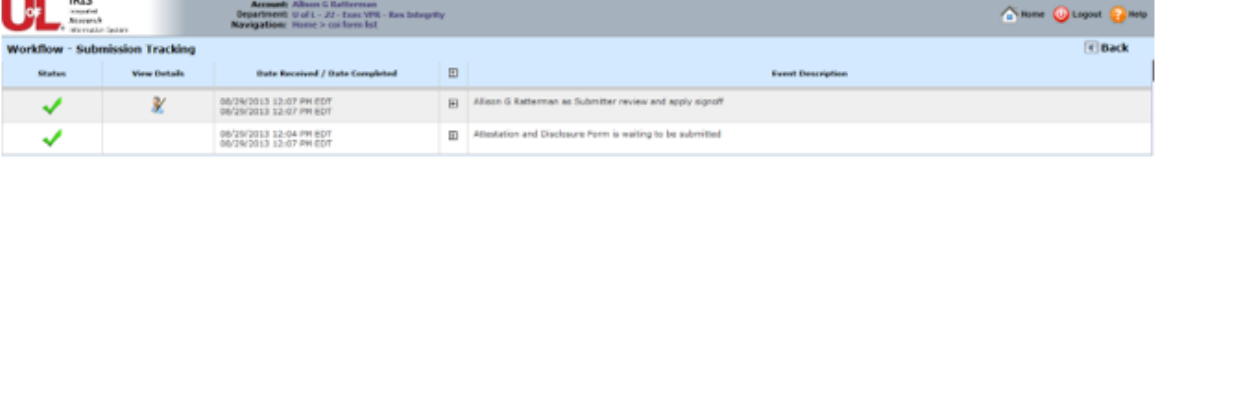
Supplemental Disclosures

Attestations and Declarations

Supplemental Disclosures

Do you, your spouse, dependent child(ren) or other persons for which you are legally responsible, have any external *Interests, activities or **Relationships**, related to UofL, that have not been addressed in the previous questions?

<p>11. Next, you will provide an Attestations and Declarations.</p> <p>After completing the attestation and additional questions, click Continue.</p>	
<p>12. The Training section is next. Make sure to review the information. Select the radio button to confirm.</p> <p>When completed, click Continue.</p>	
<p>13. In the next section, you must complete the acknowledgments.</p> <p>Please select each radio button to confirm and then click Continue.</p>	
<p>14. Click the Signoff and Submit button to save the form and move onto the signature page.</p> <p>DO NOT exit the form.</p>	

<p>15. The next page will open. To complete the disclosure form submission process, you must click Save Signoff.</p>	
<p>16. Please Wait... The system is processing the ADF submission.</p>	
<p>17. Congratulations, you have successfully completed the ADF in the iRIS system.</p> <p>This is a tracking history of the submission. You may now select Logout in the upper right-hand corner.</p> <p>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.</p>	

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 iRIS helpdesk by logging onto the [Service Desk](#).