

Guide to the Submission of a Study Disclosure

1. Log in to iRIS.
2. The form will generate after you have submitted a new study application where an external sponsor has been identified; the form will only be accessible by the Principal Investigator of the study.
3. Once generated, the form will be listed as a task in your Study Workspace where it is identified as [“Conflict of Interest Study Disclosure Questionnaire”](#). Click on the notepad to open the form directly.
 - a. Alternatively, the form can be reached by hovering over [“My Workspaces”](#) in the top left-hand corner of the screen, then onto [“Conflict of Interest”](#) and clicking on [“Conflict of Interest Workspace”](#) from the list that expands. Click on [“Study Specific Disclosure Form”](#) from the Conflict of Interest Forms section and open the form that corresponds to your new study from the table that follows by clicking on the notepad icon in the [“Edit/View”](#) column for that item.
4. Sections 1.0 - 1.3 will be prepopulated with information from the initial application that was submitted for the study, please review the data for accuracy and contact research administration if errors are present. Select [“Continue”](#) in the top right corner of the page once all information has been verified.
5. Make a selection in 2.1 as it applies to your current situation.
 - a. Selecting [“Yes”](#) will expand the pane with a data entry table. The left column contains a search box for the name of the external company/entity and the right column is a text box where you may enter a brief description of the study personnel and financial relationship that you are reporting. Use the buttons above the table to add/remove rows as needed.
6. Select [“Continue”](#) in the top right corner of the page.
7. Review the certifying statements in section 3.1 and fill the checkboxes as they apply. Please enter any additional comments you would like to convey to the committee in section 3.2.
8. Select [“Continue”](#) in the top right corner of the page.
9. Click [“Signoff and submit”](#) from the completion page.
10. The following page will allow you to save a PDF copy of the filled form to your computer if you so choose, a copy is automatically stored in iRIS. Click on [“Approve”](#) in the radio buttons beneath the form table and then click on [“Save signoff”](#) to finalize and submit this form.
11. The form has been submitted to the COIRC for review. You can track the status of your submission at any time from the Submission Status pane within the Conflict of Interest Workspace. To submit changes to the form in the future, if necessary, please follow the instructions in step 3(a) to reach and create a revision of this form.