

## Guide to the Submission of an Updated Financial Disclosure

1. Log in to iRIS.
2. Hover over “[My Workspaces](#)” on the top left-hand corner of the screen, then onto “[Conflict of Interest](#)” and click on “[Conflict of Interest Workspace](#)” from the list that expands.
3. Click “[Annual Research Financial Disclosure Form](#)” from the Conflict of Interest Forms section.
4. Your previous disclosure is listed in the table on the next page. Click on the “[Add a revision](#)” icon on the far right of the table.
5. The form will open with a new version number, previously entered data will automatically populate from your last submitted form.
6. Review the information provided on the first page of the form. Section 1.1 provides a description of your responsibilities as a researcher and the requirements for disclosure. Section 1.2 provides a description of interactions that are not required to be disclosed. Section 1.3 contains a link to descriptions and guidance regarding various roles and positions in external entities that TTUHSC El Paso personnel may encounter/fulfill. The radio button in section 1.3 will have been filled from your previous submission, please select “[Continue](#)” in the top right corner of the page once all information on the page has been reviewed.
7. Select the option in section 2.1 that has prompted this update, choose “[Annual Update](#)” if you are submitting this form because a year has passed since your last disclosure or choose “[Update to Report a New Financial Interest](#)” if you are submitting this form because you have acquired a new financial relationship or interest and are reporting it.
  - a. Note: Per TTUHSC El Paso Operating Policy 73.09, you are required to report a new financial interest within 30 days of acquiring said interest.
8. Section 2.2 should display your name, please contact research administration if this is incorrect.
9. Review the categories for disclosure in section 2.3. The answers from your last disclosure will be prepopulated. Make adjustments and selections for each category as they may apply to your current situation.
  - a. Selecting “[Yes](#)” for categories 1-5 will prompt the appearance of the corresponding sections 2.4 - 2.8 of the form as appropriate. Please review the instructions for each of these sections if they populate and fill them out as completely and accurately as possible, providing as much detail as you are able. If multiple interests need to be disclosed for the same category please use the “[Click here to add another entry](#)” button near the section’s header, this will generate an additional tab for that section so additional data can be entered.
10. Review section 2.4 and provide a response regarding current/prospective research undertaken with family members as described by TTUHSC OP 73.18. The answers from your last disclosure will be prepopulated.
  - a. Selecting “[Yes](#)” in section 2.4 will prompt the appearance of sections 3.1 - 3.5. Please review the instructions for each of these sections if they populate and fill them out as completely and accurately as possible, providing as much detail as you are able.
1. Review the form to ensure that it has been fully completed. Read the attestation in section(s) 2.9 and 3.5 (if applicable) and indicate your agreement by selecting the checkbox.
11. Click “[Continue](#)” in the top right corner of the page.
12. Click “[Signoff and submit](#)” from the completion page.
13. 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 “[Save signoff](#)” to finalize and submit this form.

14. 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. Additionally, you can reference the due date of your annual disclosure form at the top of your Conflict of Interest Workspace where it is displayed in red text.