

## INSTRUCTIONS - ELECTRONIC OUTSIDE INTERESTS DISCLOSURE (OID) FORM

The **OID FORM** is available through the *IRIS web portal* or through the direct links below.

- Access **IRIS Mobile** through the *IRIS Web Portal* here: <https://irisweb.tennessee.edu> and Click the **IRIS Mobile** tab.
- Alternatively, the **OID form** can be accessed in a browser by visiting the **IRIS Mobile** site directly here: <https://irismobile.tennessee.edu/fiori>. The logon screen requires the same UT NetID and password used for logging into IRIS and MyUT. After authenticating, click on the **IRIS Mobile** tab.

The **IRIS Mobile Home screen** is displayed with white squares of information called **Tiles** that are available for your use. Select the **Outside Interest Disclosure Form(s)** tile.

### Filling Out and Submitting the Form

- The *Form List* is displayed with your employee information at the top of the screen. Choose the **New Form** button at the bottom of the screen on the right side to begin.
- **There are detailed *Instructions* available for submitting the form. If you want to see these instructions, Select the **Help** button at the top right corner to display the **Outside Interests Disclosure Help website, which can also be accessed directly at <https://iris.tennessee.edu/OID-Help/>.****
- Answer each question by choosing the **Yes** or **No** radio button. All answers default to **No** for the entire form. For each question, if **No** is selected, no further explanation is needed.
- If **Yes** is selected for a question, a dropdown list of additional questions is displayed requesting details about the response.
- Each field must be populated in order to submit the form. All dropdown questions that appear when answering **Yes** must be answered or an error message appears when attempting to submit the form and the referenced question is highlighted.
- When all questions have been answered, read and complete the ***Employee Acknowledgement section*** at the end of the form.

### Public Health Service Funding

- The *Public Health Service* section is to be completed by PHS Investigators. The PHS funding agencies (NIH, FDA, CDC, SAMSHA, AHRQ, ATSDR, HRSA, IHS) questions will default to **No**. If **Yes** is selected additional questions relating to PHS funded research will be displayed.

### OID Form Submission

- Once the form is complete, choose **Submit** at the bottom of the screen on the right to submit the form into IRIS workflow for approval. Choose **Save** to save a draft of the form and return later for processing. If **Save** is chosen, the form will not be submitted into workflow until the form is accessed again and the **Submit** option is selected.
- When **Submit** is chosen a confirmation pop-up window appears. Select **OK** to submit the form or select **Cancel** to cancel this submission.

### Approvals

The Outside Interests Disclosure Form routes to your supervisor. If no potential outside interest conflicts are identified, the form does not require further approval after your supervisor. If outside interest conflicts are identified, the form routes to your supervisor and then escalates up to the Chief Business Officer (CBO), the Committee Review, and the CBO Final Stop as appropriate.

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### Display, Print or Email the PDF Version

- Once the form has been saved or submitted for approval, a PDF version can be displayed and/or printed. Click on the form in the **Form List** to select it.
- The OID form can be emailed by selecting **PDF** and then **Email**.
- Enter the email address on the **Email PDF** pop-up window and select **Send**.

### Displaying Comments or Uploading Attachments

- Once the form has been **Saved**, you also have the option to attach additional supporting documentation. Simply reopen the form, and there should now be an additional panel visible on the left side of the form.
- The Comments button can show workflow comments if comments have been made by the approvers in workflow. *The employee cannot add comments.*
- To add an **attachment**, click the attachment button. Then click the **New** button to add a new attachment. A screen will pop-up that will allow you to attach documents. Once you have chosen the appropriate file(s). Click the upload button. *You have the ability to upload multiple files.*
- The attachments uploaded will display on the panel with the name of the document uploaded. These attachments will be visible throughout workflow.
- Attachments can be made at any time while the document is in a status of **saved** or **submitted**. However, once the document is in a status of **Approved** or **Rejected**, attachments can no longer be made.

### Sign Out

- Select the **Home** button to return to the **IRIS Mobile Home** screen. Or, select the **User** button to proceed with signing out of IRIS Mobile.
- Select **Sign Out** to log out of the IRIS Mobile system
- Select **OK** to sign out of the system.

### Questions

If you have any questions about the form or for policy-related questions, please contact the Institutional Compliance Office at 901.448.8469 or [institutional.compliance@uthsc.edu](mailto:institutional.compliance@uthsc.edu).

For those employees needing access to a computer or special assistance, please contact the Institutional Compliance Office.