Outside Interests Disclosure Form for Executive Staff

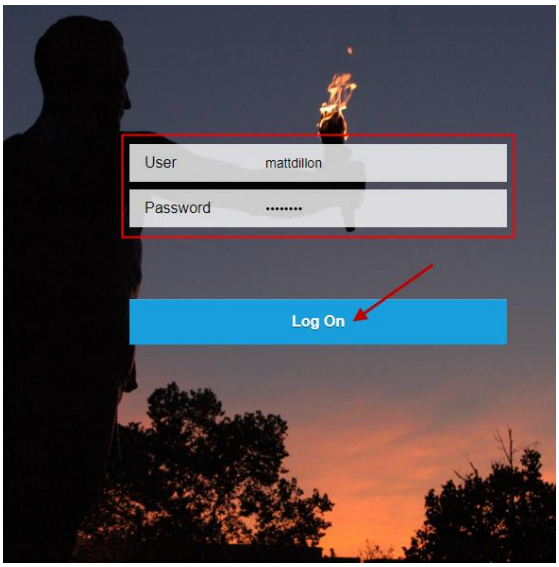
IRIS Mobile through the Web

The Outside Interests Disclosure Form is for the University of Tennessee executive staff to disclose outside interests as required by the University's Conflict of Interests Policy which can be found here: https://iris.tennessee.edu/wp-content/uploads/sites/13/2018/05/PolicyFI0125.pdf.

The OID form is available through the *IRIS Web Portal* or through the direct links below.

1. Access *IRIS Mobile* through the *IRIS Web Portal* here: https://irisweb.tennessee.edu and click the *IRIS Mobile* tab. This method is demonstrated in this help document.

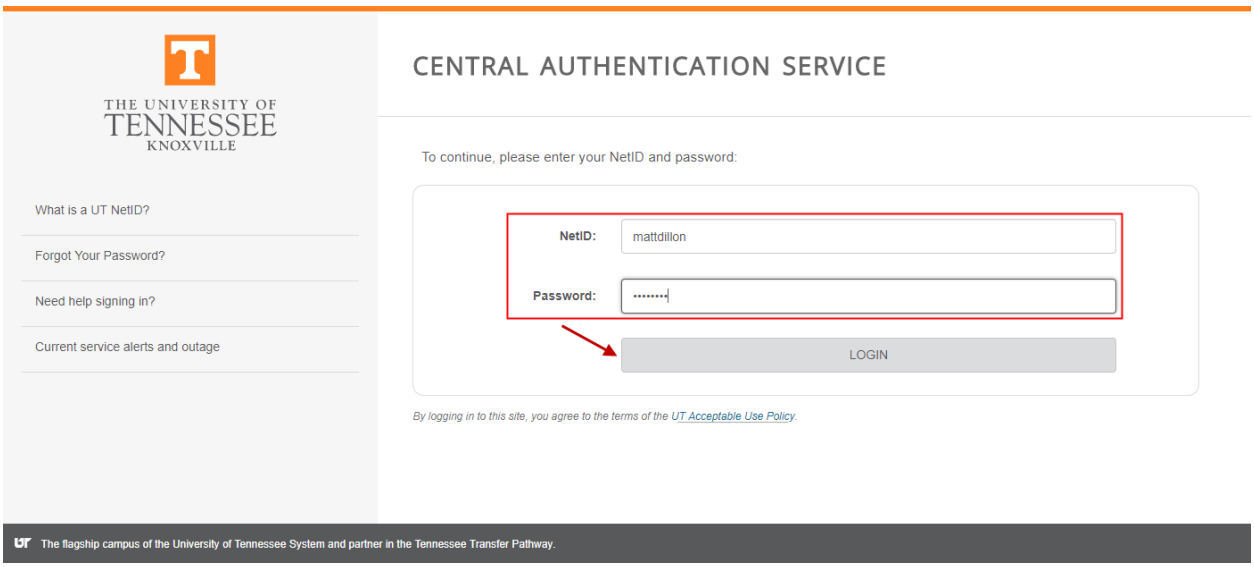
2. Alternatively, the OID form can be accessed in a browser by visiting the *IRIS Mobile* site directly here: https://irismobile.tennessee.edu/fiori. The logon screen is shown below and requires the same NetID and password used for logging into IRIS.



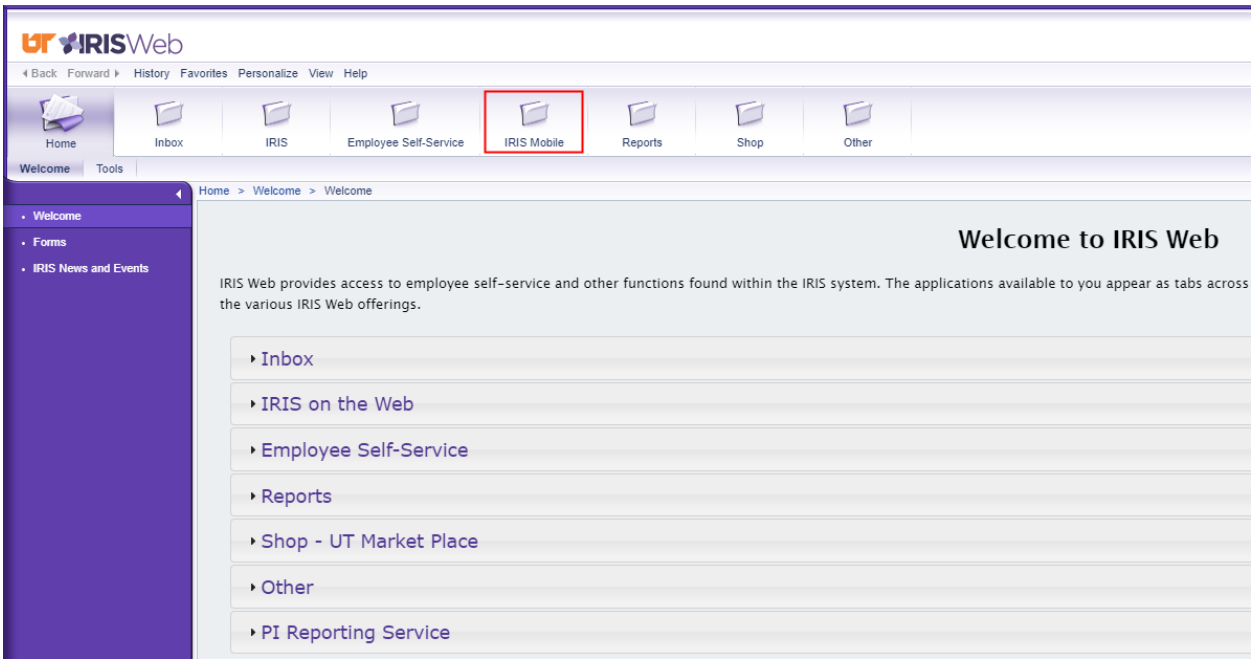
   - Note that the Outside Interests Disclosure Form can also be accessed directly here: https://irismobile.tennessee.edu/fiori#zOIDemp-display.

   - The IRIS Inbox can be accessed directly here: https://irismobile.tennessee.edu/fiori#zOIDemp-display.

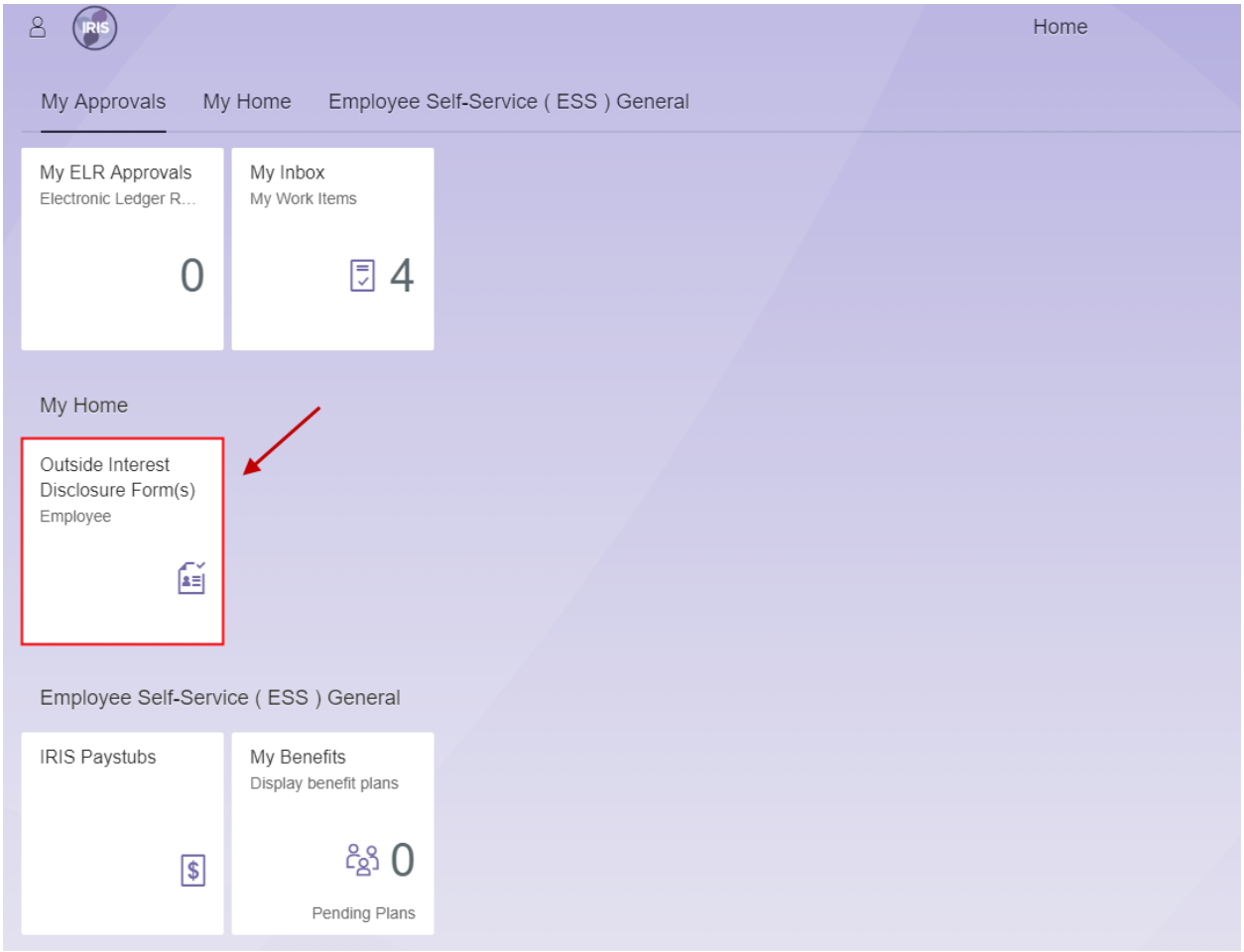
- In this example, the OID form is accessed by option #1 above, *IRIS Mobile* through the *IRIS Web Portal.* Authenticate with your NetID and password. If you need assistance with your NetID, click one of the links to the left.



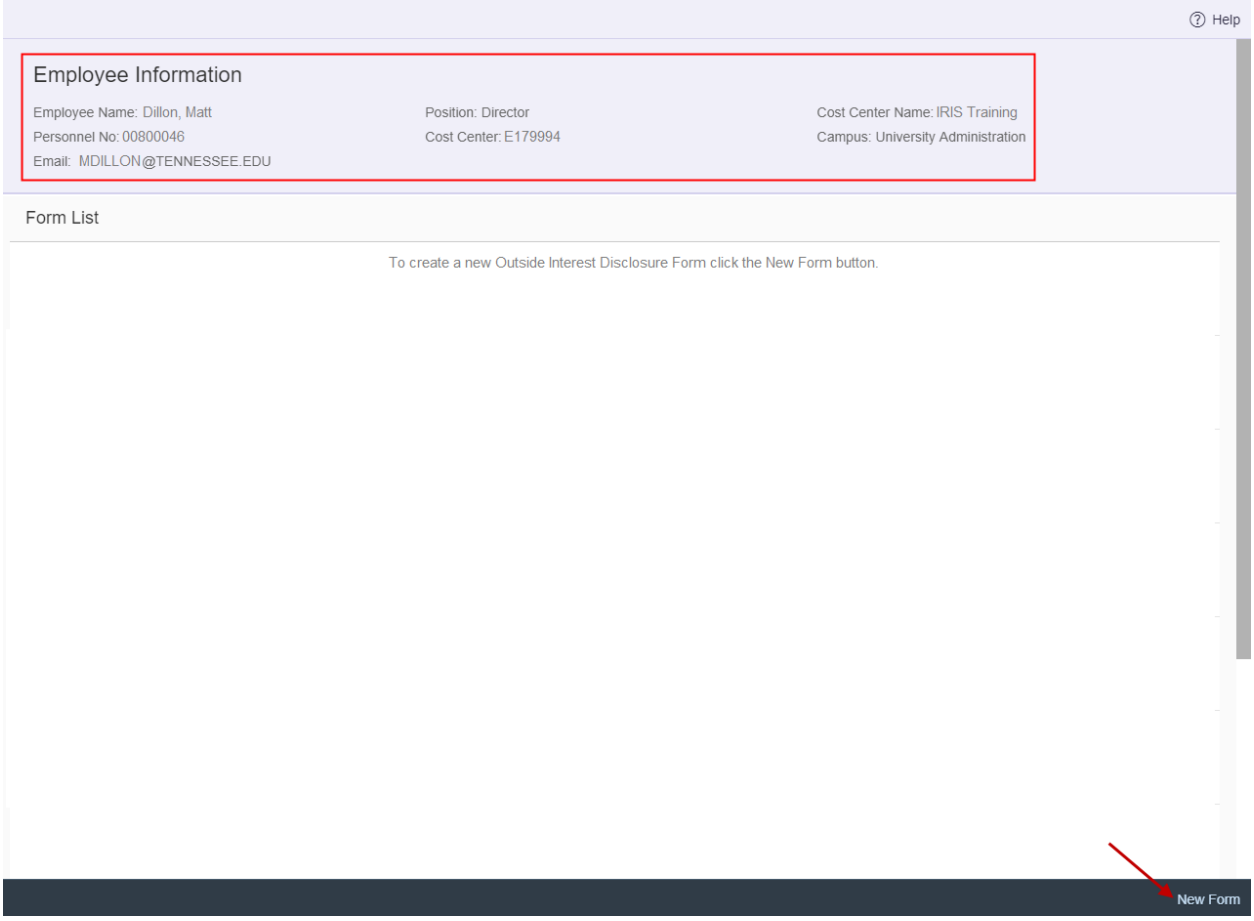
- After authenticating, click on the **IRIS Mobile** tab.



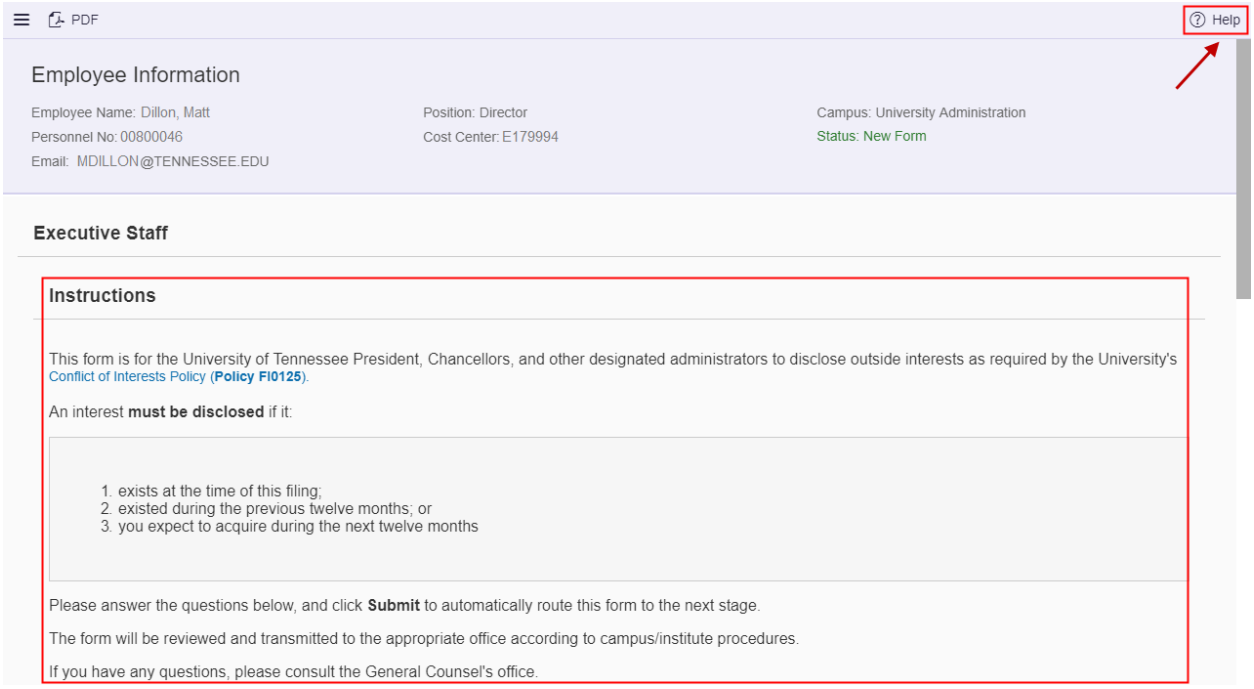
- The *IRIS Mobile Home* screen is displayed with white squares of information called **Tiles** that are available for your use. Select the **Outside Interest Disclosure Form(s)** tile.



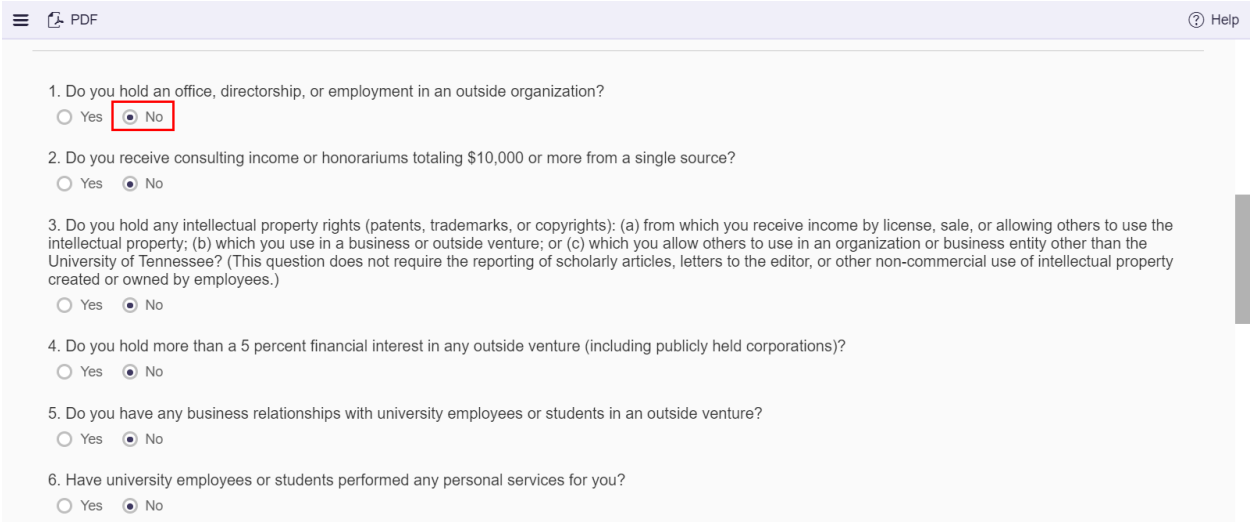
- The *Form List* is displayed with your employee information at the top of the screen. Choose the **New Form** button at the bottom of the screen to begin.



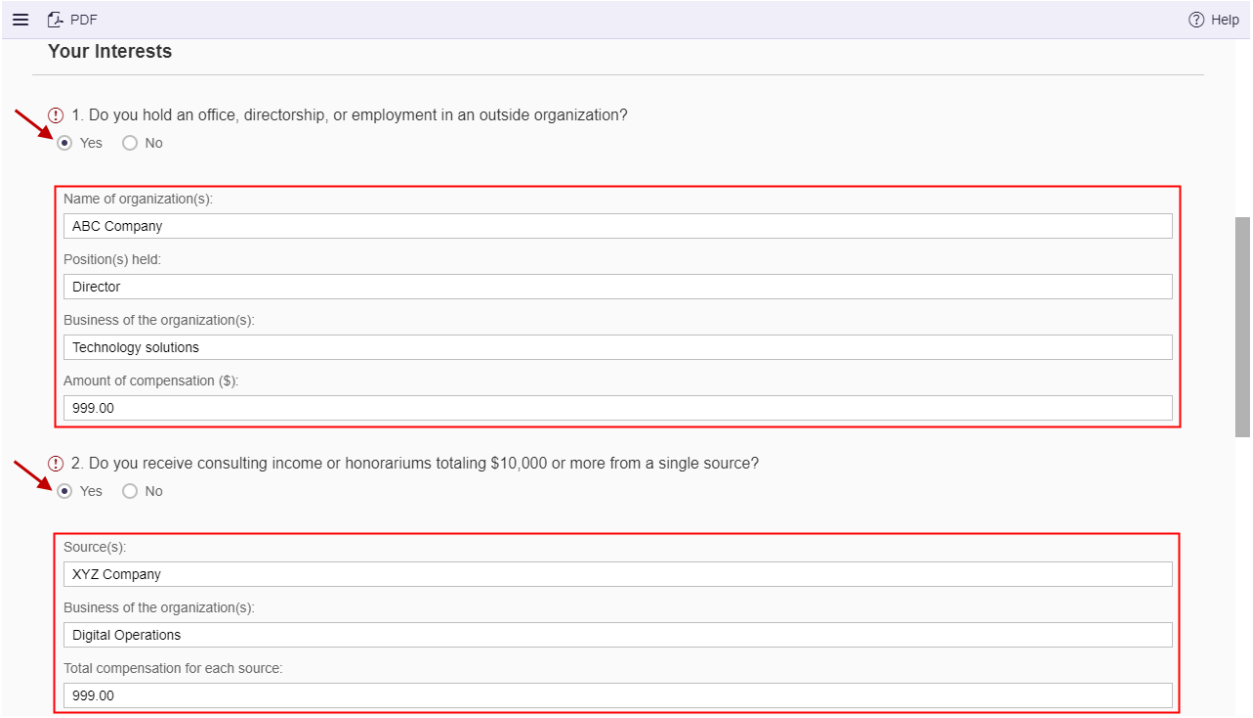
- The *Instructions* section includes guidelines for submitting the form. Select the **Help** button to display the **Outside Interests Disclosure Help** website, which can also be accessed directly at https://iris.tennessee.edu/OID-Help/.



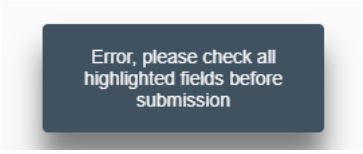
- Answer each question by choosing the **Yes** or **No** radio button. All answers default to **No** for the entire form. For each question, if **No** is selected, no further explanation is needed.



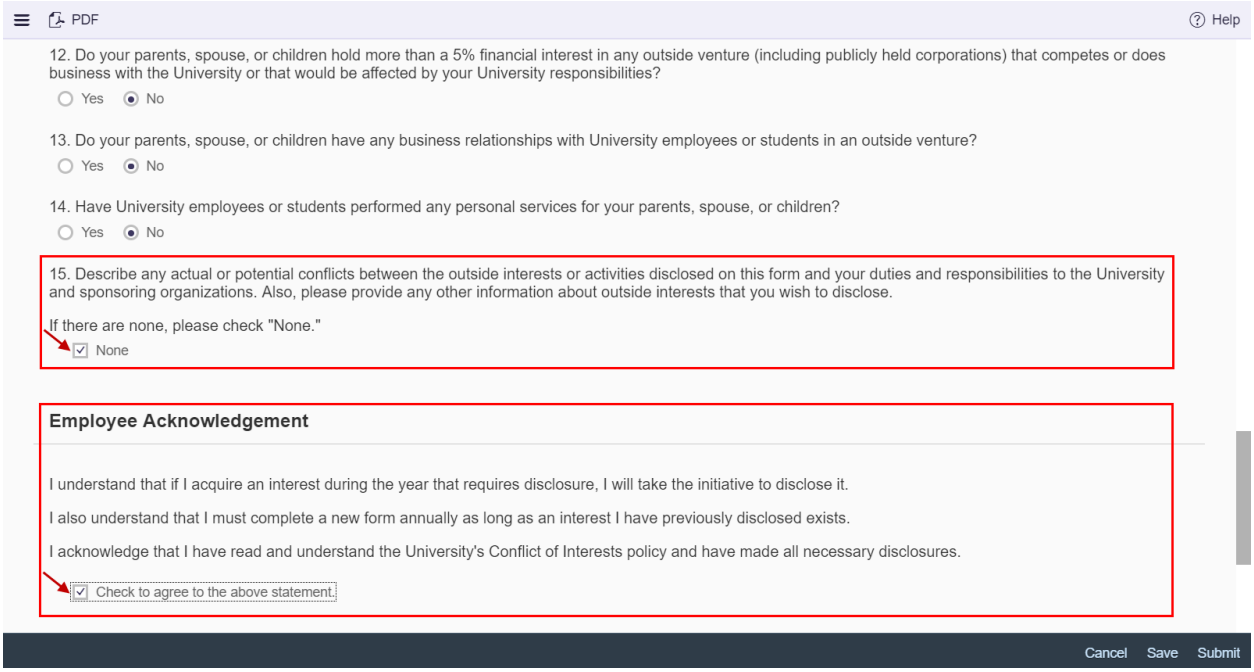
- If **Yes** is selected for a question, a dropdown list of additional questions is displayed requesting details about the response.



- Each field must be populated in order to submit the form. All dropdown questions that appear when answering **Yes** must be answered or the following error message appears when attempting to submit the form and the referenced question is highlighted.

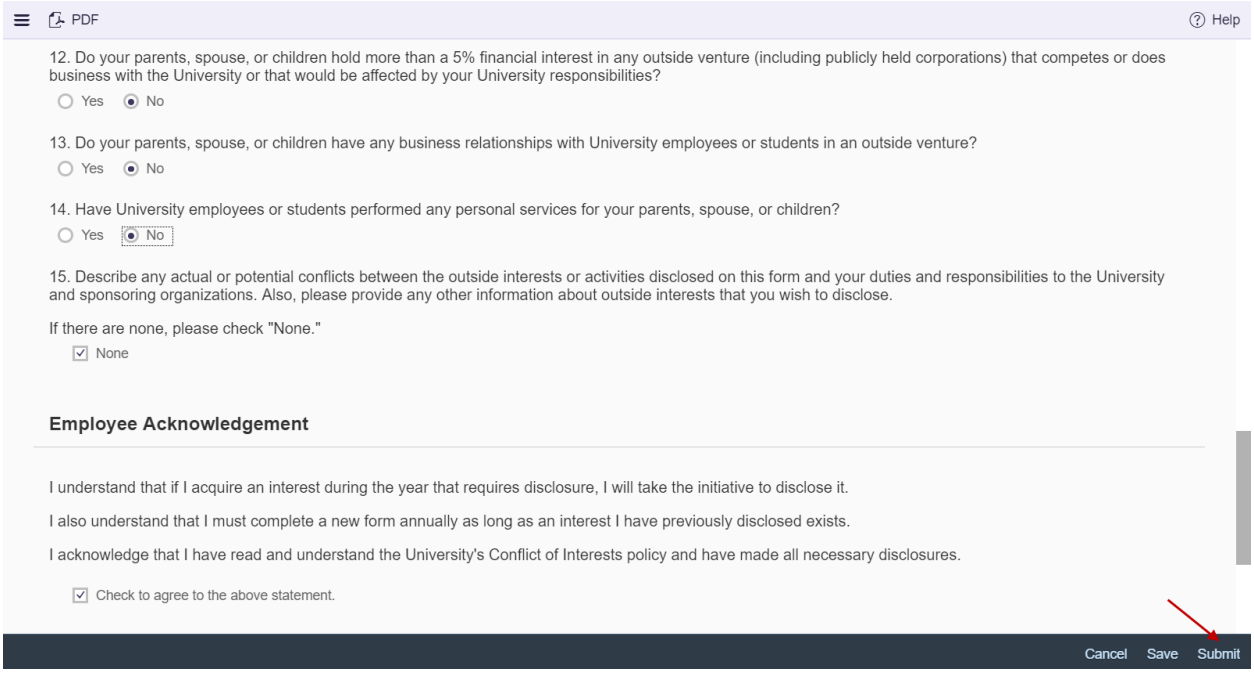


- When all questions have been answered, read and complete Question 15 and the *Employee Acknowledgement* section at the end of the form.

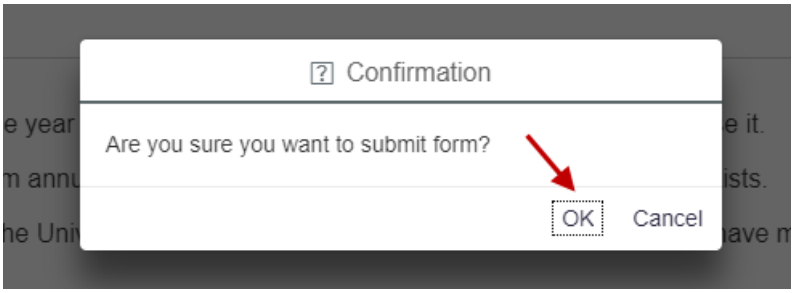


- The *Public Health Service* section is to be completed by PHS Investigators. The PHS funding questions will default to **No**. If **Yes** is selected additional questions relating to PHS funded research will be displayed.

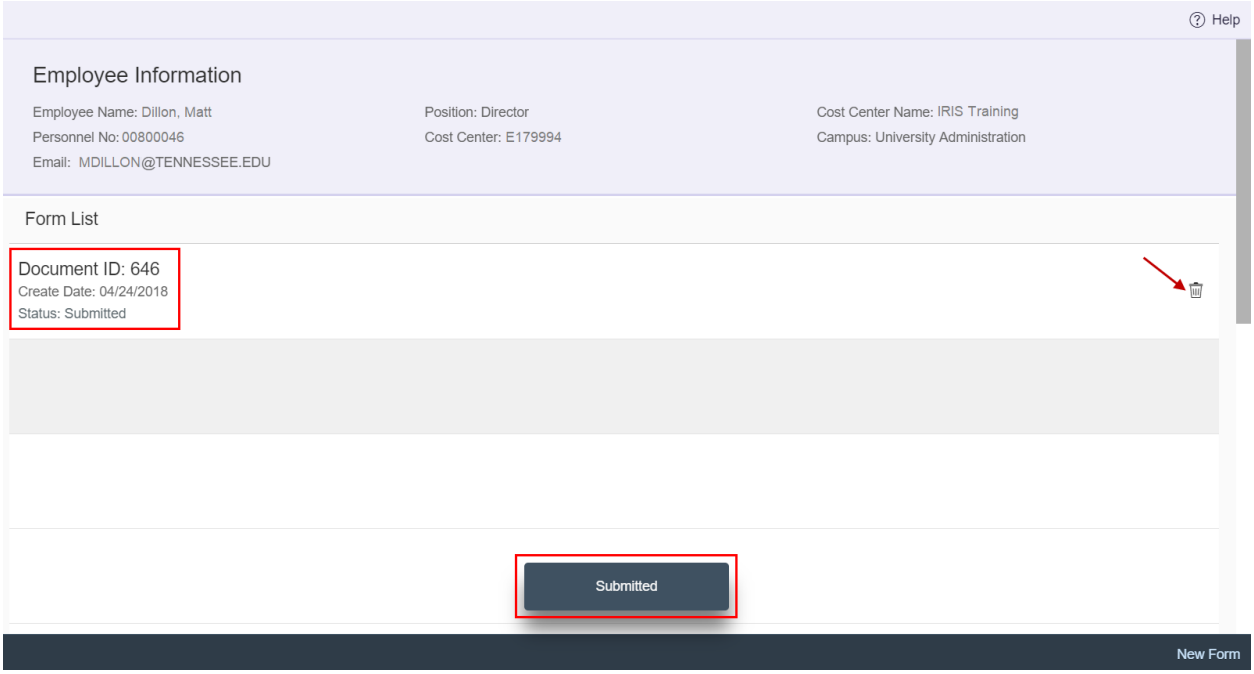
- When the form is complete, choose **Submit** to submit the form into IRIS workflow for approval. Choose **Save** to save a draft of the form and return later for processing. If **Save** is chosen, the form will not be submitted into workflow until the form is accessed again and the **Submit** option 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.

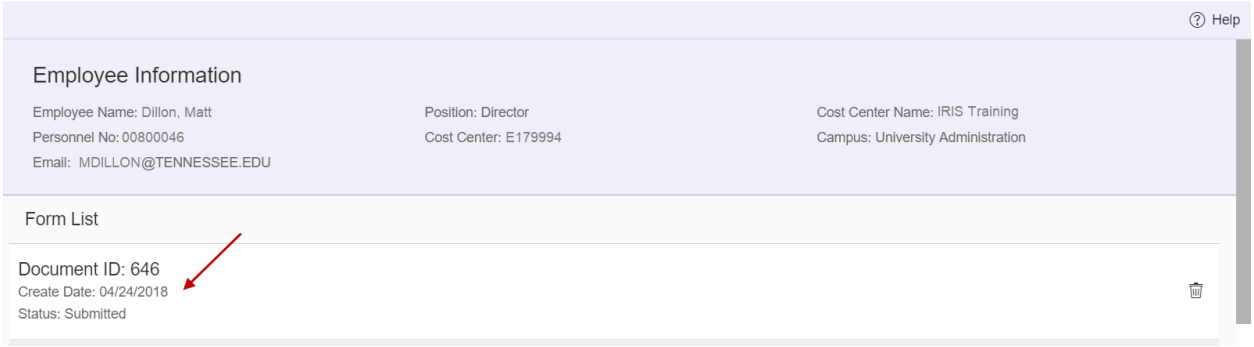


- The “Submitted” message confirms that this form has been submitted for approval. The *Form List* displays the submitted form with the option to delete the form if needed.

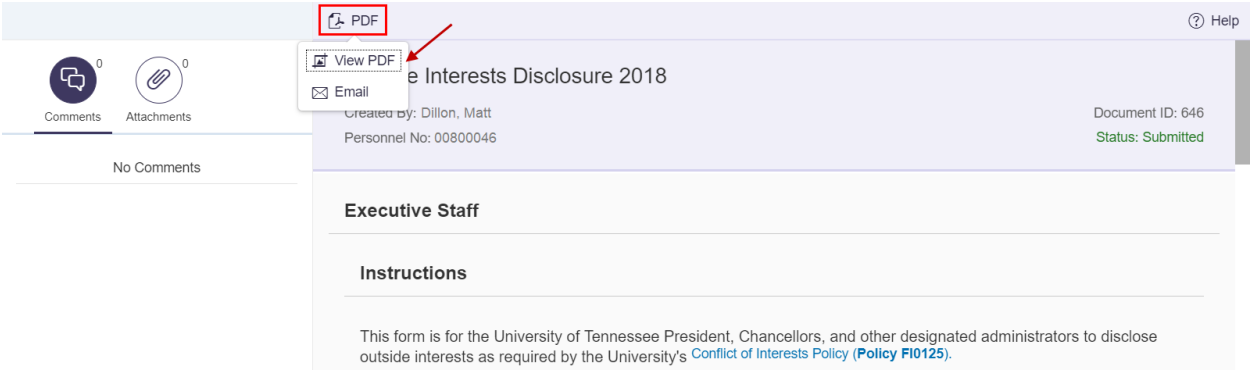


- The Outside Interests Disclosure Form routes according to your position. If no outside interest conflicts are identified, the form does not require further approval. If outside interest conflicts are identified, the form escalates up to the next appropriate approver.

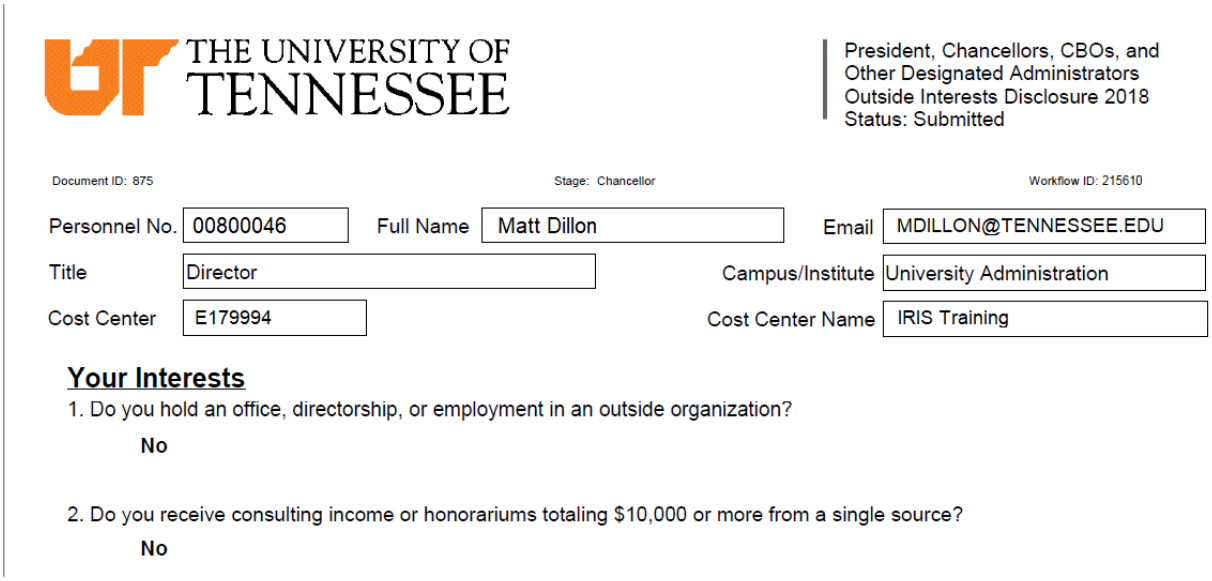
- Once the form has been saved or submitted for approval, a PDF version can be displayed and/or printed. Click on the form in the *Form List* to select it.



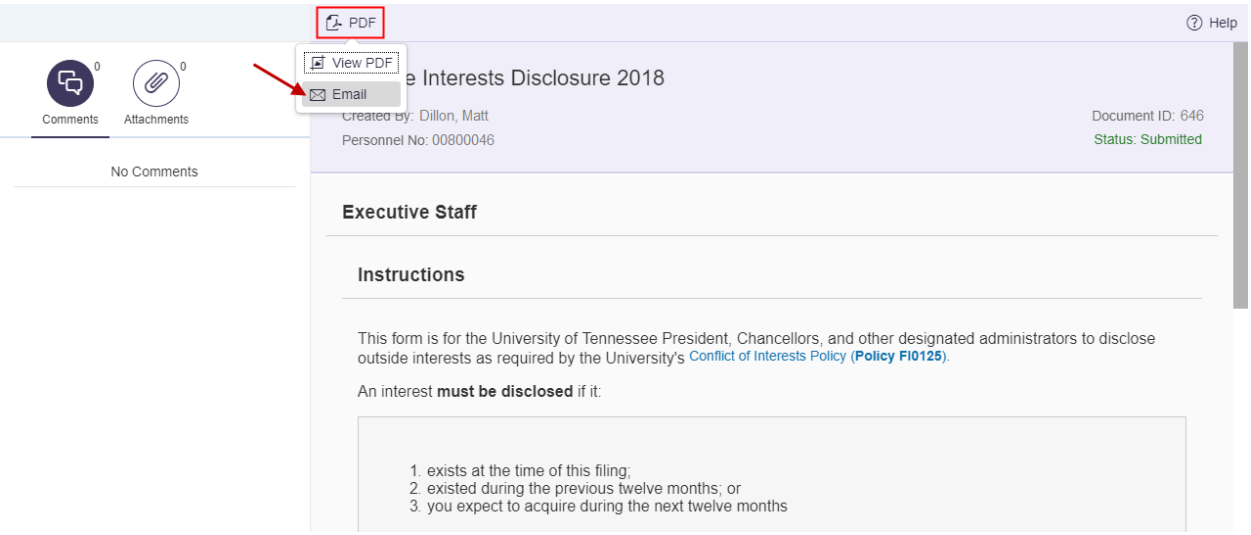
- Select the **PDF** button and then **View PDF** to display the PDF version of the form.



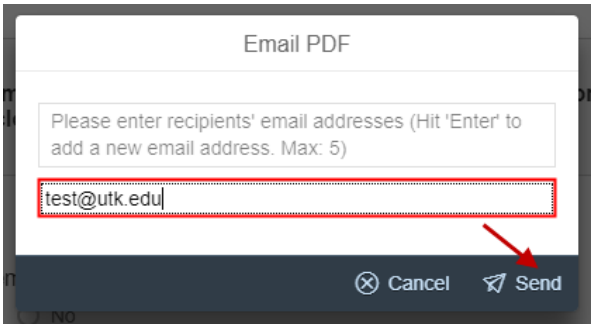
- In this example, the PDF version of the form is now displayed.



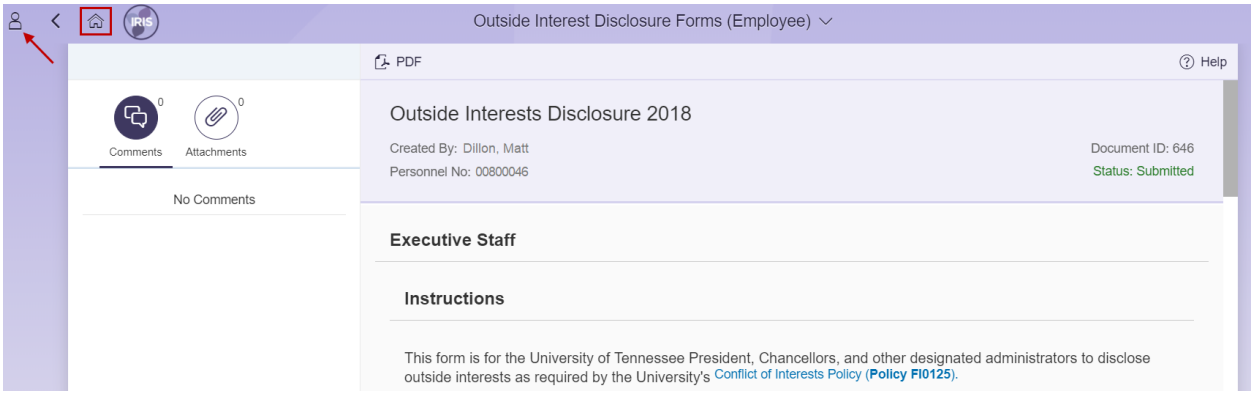
- The OID form can be emailed by selecting **PDF** and then **Email**.



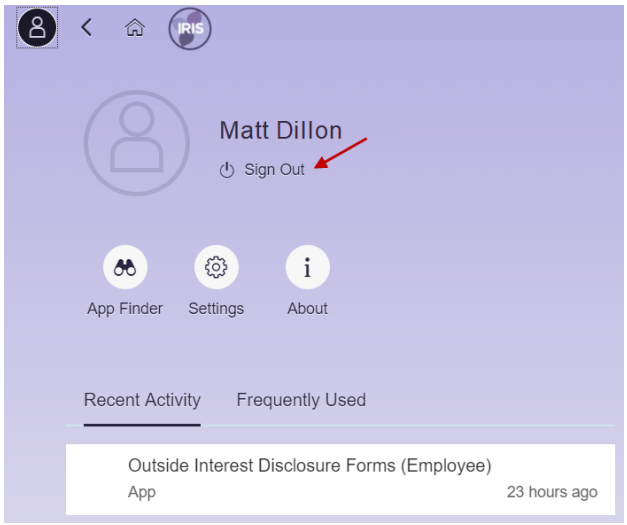
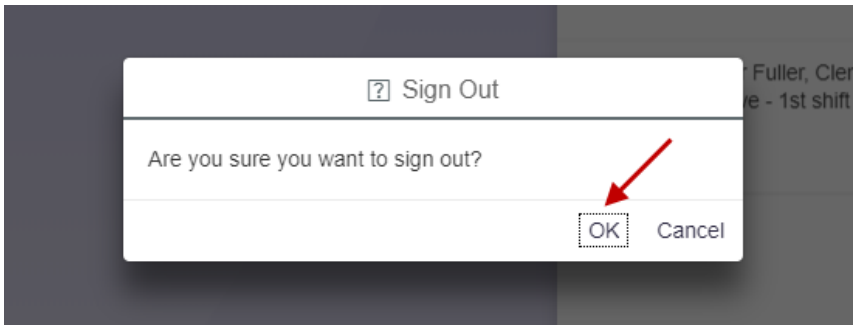
- Enter the email address on the **Email PDF** pop-up window and select **Send**.



- 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.