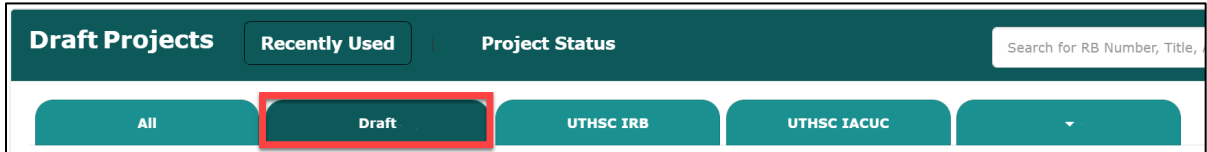


1. **Complete the External Outside Interest Disclosure (eOID) Form**

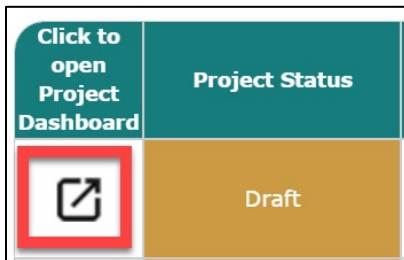
- Click the following link to log into [iMedRIS](https://imedris.uthsc.edu) (<https://imedris.uthsc.edu>)
- Log in using your UT Net ID and password (for assistance with your password, contact the Help Desk at 901.448.2222).
- From the home screen, **scroll down to the last section (xxxx Projects) and click on the "Draft" tab** (you may have more than one page of drafts).



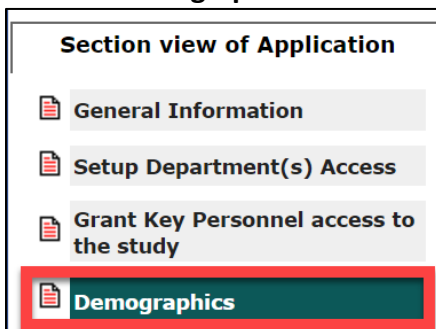
- Locate the eOID form by searching project, and working titles for your name and the date the eOID was created.

Project Title	Principal Investigator
Working Title	
Tricia Page 01/13/2023	
Tricia Page 01/13/2023	Page, Patricia L

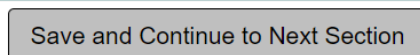
- Click the Open icon to the left of "Draft" to add the **External Outside Disclosure Form** information.



- Click on **Demographics** to start completing the form.



- Click "Save and Continue to Next Section" to the **Information and Training** section.



- Click "Save and Continue to Next Section" to complete the **Disclosure** section.

2. **Submit the form for Signoff (routing form)**

- After you have answered all the questions in a section, click the "Save and Continue to Next Section" to generate the iMedRIS Routing form.

- b. Click OK after the pop-up window appears regarding the routing form.

You have completed the Application.

The System has transitioned to the Routing Form and your application has been attached.

Please complete the Routing Form and attach any supporting documents with your submission.

OK

- c. Click "Save and Continue to Next Section." This will route you to the next step.

3. **Signoff and Submit the disclosure**

- a. Click the Signoff and Submit button.

Signoff and Submit

- b. Click OK on the pop-up window regarding signoff.

You are required to signoff on the submission.

You will now be redirected to the signoff screen to apply your electronic signature.

You can monitor the submission progress with the Submission Status - In Progress.

OK

- c. Click the radio button "Approve" to the left of the Save Signoff button.

Include in PDF Packet	Compare to Last Approved	View in Separate Window	Submission Component Name - Version
Submission Form(s)			
<input type="checkbox"/>			Routing Form - (Version 1.0)
Application			
<input type="checkbox"/>			External Outside Disclosure Form - (Version 1.0)
<input checked="" type="radio"/> Approve <input type="radio"/> Deny			
<p>Save Signoff</p>			

- d. Now click the "Save Signoff" button.

Save Signoff

- e. Wait until the screen returns to the Projects screen.

Draft Projects | Recently Used | Project Status

All | Draft | UTHSC IRB

4. You have now completed the External Outside Interest Disclosure Form.