

COI Filing Process - General FAQs

Who should use the Superform system to file a COI disclosure form?

The [Superform system](#) should be used by University of Pittsburgh employees (faculty and staff), students or trainees, and by anyone else directed to file a COI disclosure with the University.

University employees with appointments at UPMC/UPP should use the [joint Pitt/UPMC COI questionnaire in My HUB](#) to fulfill their UPMC and University COI reporting requirements at the same time. Information entered into the Superform system is **not** transferred to UPMC.

Why do I have to file a COI disclosure form in the Superform system?

Managing potential conflicts of interest—especially those of a financial nature—is very important for ensuring the integrity of the University’s research, scholarship, instruction, evaluation, and administrative functions. To ensure that its reputation and research programs are not compromised by even an appearance of inattention to this matter, the University of Pittsburgh has established policies consistent with federal regulations that require the reporting and management of the potential conflicts of interest of its faculty, students, administrators, and staff.

Disclosure by University employees, students, and outside consultants of financial, personal, or professional relationships that may give rise to an actual or perceived COI is at the heart of the University of Pittsburgh’s COI policies and is a prerequisite for determining whether a conflict, once recognized, can be managed, reduced, or, if necessary, eliminated. The University’s COI policies assure confidentiality to encourage full disclosure of potential conflicts without unduly intruding on the privacy of University personnel, students, or their families.

What are my log-in credentials for the Superform system?

Your username (i.e., registered e-mail address) and password for the Superform system are the **same** as what you use for other HSConnect applications, such as OSIRIS, ARO, or the ISER training modules.

First-time visitors: click the “Don’t have an account?” link to create a new HSConnect account.

Forgot your username? (i.e., your registered e-mail address?) Contact the iTarget Team Help Desk for assistance (412-648-2222).

Need to change your username? (i.e., your registered e-mail address?) You may do so by editing your HSConnect profile after logging in, or by contacting the iTarget Team Help Desk for assistance (412-648-2222).

Forgot your password? On the home page of the Superform system, click the “Forgot Password” link; in the dialogue box that appears, enter your e-mail address and last name, and submit the information. Your password will be sent instantaneously to the e-mail address you entered.

****Please do NOT create another account****

When must I file a COI disclosure form?

Disclosures must be filed upon appointment, annually between January 1 and April 15, and throughout the year whenever an individual's outside interests change. You must have a current and accurate COI disclosure form on file prior to applying for research funding.

Which conflict of interest disclosure form(s) should I complete?

University of Pittsburgh Faculty/Researcher Form (PHS-Funded)

As required by [University Policy 11-01-03 Conflict of Interest for Faculty, Scholars, Researchers, Research Staff/Coordinators](#), all Investigators on any University research project funded by an agency of the Public Health Service must complete a PHS Faculty/Researcher COI disclosure form. The PHS defines an Investigator as the PI, project director, or any other person, *regardless of title or position, who is responsible for the design, conduct, or reporting of research funded by the PHS*, including collaborators and consultants. This also includes those not named on the grant, but who are serving as investigators on research protocols funded by a PHS grant.

Students and trainees must complete this form and the PHS COI Training modules if their involvement with a research project is substantial enough that they fall under the PHS definition of an "Investigator."

University of Pittsburgh Faculty/Researcher Form

As required by [University Policy 11-01-03 Conflict of Interest for Faculty, Scholars, Researchers, Research Staff/Coordinators](#), all full-time faculty members, researchers, and research staff/coordinators, as well as students and part-time faculty involved in research, should complete this form. Included are administrative employees, even if they do not hold faculty rank, who direct or can materially influence research and who are responsible for the design, conduct, and reporting of research. Part-time faculty members not conducting research are covered by this COI policy only to the extent that their outside financial interests would reasonably appear to be affected by their work for the University. The policy does not apply to employees on unpaid leave from the University or to adjunct faculty who are not engaged in research.

University of Pittsburgh Designated Administrator/Staff Form

As required by [University Policy 07-05-02 Conflict of Interest for Designated Administrators and Staff](#), all full-time and part-time University staff and administrators who are classified as Administrator IV or V or above, or who are "designated employees" should complete this form. A "designated employee" is an employee below the level of Administrator IV, who is designated by his/her supervisor to comply with this policy because the employee is in a position to make, direct, or materially influence University business decisions. Some individuals must submit both a Faculty/Researcher ("regular" or PHS-funded) form and a Designated Administrator/Staff form (e.g., all deans, department chairs, center directors with faculty appointments, and regional campus presidents).

To whom should I give my completed form?

After printing and signing your Signature Page, give the form to your supervisor for review. You must do this even if you have no outside interests to report. Your supervisor is usually your department chair or, if applicable, your division chief; department chairs give their forms to their dean. If you disclosed any

financial relationships, your supervisor [must complete a Management Reporting form](#) and submit it, along with your Signature Page, to the next higher administrative level.