MyDisclosures Checklist for Supervisors

Tips

- All forms requiring your review are available under the **Supervisor Center** tab in MyDisclosures. The **Action Items** tab includes all forms that need your attention. Once you submit your review, the form will move to the **Reviewed Items** tab.
- A form in the **Department Review** state means that the discloser has reported at least one outside interest. You must review each of these forms individually.
- A form in the **No Interests Disclosed** state means that the discloser has not reported any outside interests on their forms. You may batch review these forms.
- When an interest is listed in **Pending Removal**, this means that the discloser is removing the interest from their disclosure. The Pending Removal status will display until the supervisor review is submitted.
- To view step-by-step guides on how to complete your reviews, please visit the COI website.

What Issues to Look For

- Does the discloser's form include all outside activities that relate to their Pitt responsibilities of which you are aware?
    - Click here for the "Should I Disclose?" Reference Table
    - Click here for the comprehensive Guidance for Disclosers help guide
    - For more information about what interests should be included on a disclosure, please visit the COI website.

- Do the discloser's outside activities comply with the Outside Employment policy?
    - Faculty consulting activities cannot exceed one workday per week
    - Outside activities must be pre-approved
    - For more information on faculty use of Pitt time for outside professional activities, please visit the COI website.

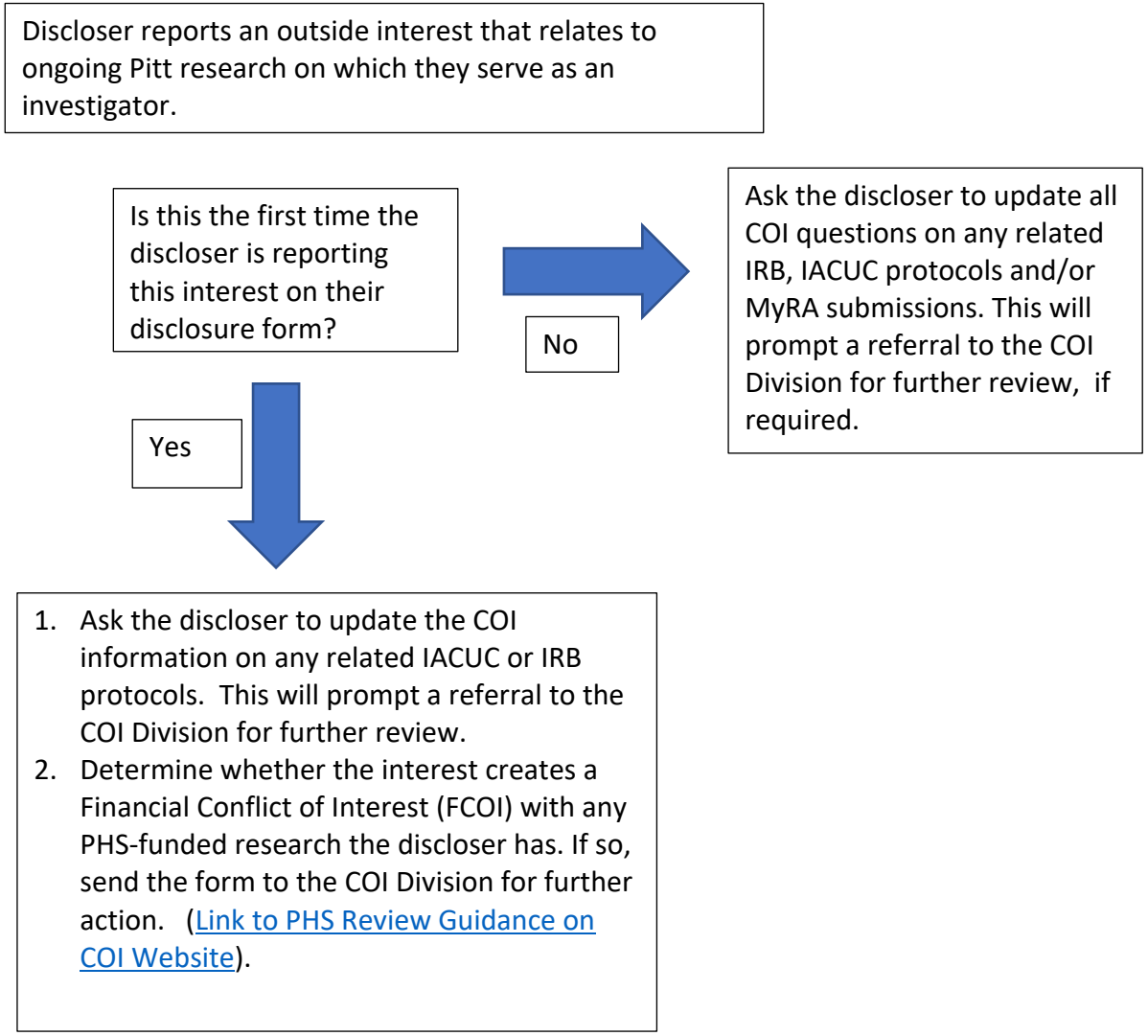
- Is the discloser's use of Pitt resources for outside activities limited to incidental use?
    - Use of Pitt resources for outside activities cannot interfere with the discloser's official duties or the official duties of others employed by Pitt
    - Department chairs or equivalent supervisors must determine what exactly constitutes incidental use of Pitt resources

- If the discloser reports outside activities, ensure they are reporting them on any funding applications as required by the sponsor.
    - For more information on managing disclosures to funding agencies, please visit the Office of Sponsored Programs' website.

- Does the discloser report a relationship with a foreign institution of higher education or foreign government?
    - The discloser should report all such activities on any funding applications as required by the sponsor.
    - Any visitors from foreign institutions must comply with Pitt's visitor policies.
    - Pitt's Office of Trade Compliance is available to assist with export control issues.

- Does the discloser have a relationship with a company that sponsors their Pitt research or other Pitt activities? If so, do they have a conflict management plan (CMP) from Pitt's COI Division?
    - If the discloser does not have a CMP, please contact the COI Division for assistance by selecting the "Send to COI Office for Assistance" option in your supervisor review.

Support

For assistance with the *My*Disclosures system, please contact mydisclosures@pitt.edu for assistance. Additional information about disclosure is available on the COI website. To view a training video and more help guides for supervisors , click here.

Supervisor Review Flowchart