

Disclosing Outside Activities to the University of Pittsburgh with MyDisclosures

You must report certain outside activities to Pitt using the *MyDisclosures* system¹. Outside activities are activities you perform outside of your Pitt responsibilities for organizations other than Pitt, UPMC or the VA Pittsburgh Healthcare System.

Report all outside activities that:

- Might be reasonably perceived to be related to your institutional responsibilities (i.e.: your professional responsibilities at Pitt, including but not limited to teaching, leadership, professional practice, membership on institutional committees or panels and administrative activities);
- Relate to Pitt's educational, research, service or other missions, including the services offered by Pitt; or
- May otherwise present a conflict of interest or conflict of commitment², or the perception of such a conflict, with your duties to the Pitt.

The following is a *non-exhaustive* list of examples of common activities and whether they should be disclosed in *MyDisclosures*.

Should I disclose...

<i>Services for For-Profit Entities (outside of Pitt responsibilities)</i>	
Consulting or other professional services	Yes
Scientific Advisory Board services	Yes
Data Safety Monitoring Board services	Yes
Laboratory work and/or scholarly research	Yes
Lectures and speaking engagements	Yes
Expert witness services	Yes
Expert guest analysis for press, radio or television	Yes
Management positions (CEO, CSO, CIO, Treasurer, etc.)	Yes
Managing Member position (LLC)	Yes
Board of Directors services	Yes
Services for or positions held in University Licensed Start-up Companies	Yes
Any position with fiduciary responsibility	Yes
Any services typical for a company employee	Yes

¹ *MyDisclosures* is used to report information to the University of Pittsburgh only. Reporting an activity in *MyDisclosures* *does not* satisfy any requirements to disclose information about your activities in grant, contract or other funding applications to federal or other funding agencies.

² See [Pitt policy RI01 \(formerly 11-01-03\)](#) for more information about conflicts of interest and commitment.

Should I disclose...

<i>Services to your Professional Community (outside of Pitt responsibilities)</i>	
Review of scientific or academic publications	No
Book reviews, external promotion reviews	No – <i>unless</i> you earn more than \$5,000
Editorial boards for academic or special publications	No – <i>unless</i> you earn more than \$5,000
Editor-in-chief or administrator for professional or academic journal	Yes
Organizing meetings for U.S. non-profits or societies	No
Invited lectures or performances at U.S. universities	No
Service on university dissertation or advisory committees	No
Service on committees or governing boards of U.S. professional organizations	No – <i>unless</i> you earn more than \$5,000
Academic work, such as preparation or reviews of books, articles, lectures, works of art or artistic performances expected of you in the normal course of your Pitt responsibilities	No
Presenting scholarly work at U.S. universities	No
Lectures and performances at U.S. universities	No
Lectures at institutes or hospitals affiliated with U.S. universities, including presenting at grand rounds or professional meetings	No

<i>Other Services to Outside Entities (outside of Pitt responsibilities)</i>	
Consulting or other professional services	Yes
Lectures and speaking engagements	Yes
Expert guest analysis for press, radio or television	Yes
Management positions (CEO, CSO, Treasurer, etc.)	Yes
Board of Directors services	Yes
Any position with fiduciary responsibility	Yes

Should I disclose...

<i>Services to U.S. Federal, State or Local Government Agencies (outside of Pitt responsibilities)</i>	
Services on government advisory groups	No
NIH Study Section service	No
Service on FDA advisory panel	No
Reviews, workshops or advisory work for agencies such as NSF, DOD, DOE, etc.	No
Other services for the federal government that include developing federal procurement specifications or accessing non-public information that could give Pitt an unfair competitive advantage when bidding on federal awards ³ .	Yes

<i>Services to Non-Commercial Entities (including universities and governments) outside the U.S. (outside of Pitt responsibilities)</i>	
Advisory services to foreign governments, foreign government agencies and foreign universities	Yes
Lectures or teaching at foreign universities	Yes
Research collaborations at foreign universities not coordinated by Pitt's Office of Sponsored Programs	Yes
Joint appointments at foreign universities	Yes
Committee work for foreign governments or foreign universities	Yes

<i>Sponsored and Reimbursed Travel (paid for by entities other than Pitt or yourself)</i>	
Travel to a U.S. professional conference	Yes
Travel to a foreign professional conference	Yes
Travel required to perform consulting or other professional services for the entity	Yes
Travel to foreign universities	Yes
Travel to U.S. universities required to perform services to professional community, such as invited lectures, performances, service on advisory or dissertation committees	No

If you are unsure about whether you should disclose something, err on the side of transparency and report it. When in doubt you should disclose!

³ For more information about reporting potential [Organizational Conflicts of Interest \(OCI\)](#) visit [the COI website](#).