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?
  o Click here for the “Should I Disclose?” Reference Table
  o Click here for the comprehensive Guidance for Disclosers help guide
  o 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?
  o Faculty consulting activities cannot exceed one workday per week
  o Outside activities must be pre-approved
  o 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?
  o Use of Pitt resources for outside activities cannot interfere with the discloser’s official duties or the official duties of others employed by Pitt
  o 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.
  o 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 MyDisclosures 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

1. Ask the discloser to update the COI information on any related IACUC or IRB protocols. This will prompt a referral to the COI Division for further review.
2. Determine whether the interest creates a Financial Conflict of Interest (FCOI) with any PHS-funded research the discloser has. If so, send the form to the COI Division for further action. (Link to PHS Review Guidance on COI Website).