Navigating MyDisclosures
Instructions for Completing Annual Disclosure

MyDisclosures is the University’s electronic conflict disclosure system. It conforms with the University’s Conflict of Interest Policy for Research, federal funding requirements, UPMC policies (for UPMC disclosers), and other relevant University policies.

This document provides you with step-by-step instructions to complete your annual conflict disclosure form.

Need Assistance?

For help guides, FAQs and information about disclosure, please visit the COI Website. If you need further assistance, please contact MyDisclosures_support@pitt.edu.

MyDisclosures Navigation Key

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Question Mark" /></td>
<td>Displays a pop-up window with help text</td>
</tr>
<tr>
<td><img src="image" alt="Save" /> or Continue ➔</td>
<td>Saves Information</td>
</tr>
<tr>
<td><img src="image" alt="Exit" /></td>
<td>Leave the page and return to main workspace</td>
</tr>
<tr>
<td><img src="image" alt="Star" /></td>
<td>Required Field</td>
</tr>
<tr>
<td><img src="image" alt="Jump To" /></td>
<td>Click the down arrow to view a specific page</td>
</tr>
<tr>
<td><img src="image" alt="Hide/Show Errors" /></td>
<td>Identify missing required information. Incomplete pages will be listed at the bottom of the page.</td>
</tr>
</tbody>
</table>
Login

⇒ Click the link in the email you received or go to www.mydisclosures.pitt.edu.

⇒ Click on either Pitt Passport or UPMC to access the form. Choose the institution you are employed by to log in. If you are dually employed, you may use either.

⇒ If you have trouble with your login:

Pitt employees should contact the Pitt 24/7 IT Help Desk at (412) 642-HELP (4357).

UPMC Employees should contact the UPMC Help Desk at (412) 647-HELP (4357).

Annual Disclosure Form

Your annual disclosure will be displayed in your Inbox. Click on the disclosure to open and review your form.
**Accessing your Form**

When you click on your form you will be taken to a summary page. All information you previously entered on your form will be pre-populated for you. A summary of your current entries is displayed here.

**Status of Prior Entries**

The summary page includes a status of each disclosure on your form.

- **“Review Complete”** means the interest was reported by the discloser and reviewed and approved by the supervisor.
- **“Under Modification”** means the interest was reported by the discloser and is awaiting review by the supervisor; the entry will remain in this status until the supervisor approves the disclosure, at which time it will change to “Review Complete”.
- **“Pending Removal”** means the discloser has removed the interest from the form; the entry will remain on the form and in this status until the supervisor approves the disclosure, at which time it will be removed from the form.

To get started, click **Edit Disclosures** on the left of the screen.

**You must review each page of your disclosure form. You will not be able to submit your form until you have done so.**
Institutional Responsibilities
Your answers on this page determine what questions will appear on your form and will identify the supervisor(s) who will review your disclosures.

Affiliations
Identify your affiliations with Pitt and UPMC. Check all options that apply to you.

Primary Supervisor
Your Primary Supervisor should already be listed on your form. Verify that the person listed as your Primary Supervisor is correct. Your supervisor must have a Pitt appointment or affiliation. Do not list a UPMC-only employee as your supervisor.

For Faculty – This should be your Department Chair, Division Chief or equivalent faculty supervisor from your department who completes your annual performance evaluation

For Staff – This should be the person who completes your annual performance evaluation

If the incorrect person is listed or if no Primary Supervisor is listed on your form, click on Update Primary Supervisor.
When you click **Update Primary Supervisor**, a new window will open. Type your supervisor’s name into the provided text box. Click **OK** to update your primary supervisor.

To search for the name of your primary supervisor, click on the icon next to the text box. In the new window, set the filter to “Last” to search for your supervisor by last name. You can add additional filters, including first name, email and department, using the “Advanced” button. Click “Go” to start your search.

Select your supervisor by clicking the button next to their name. Then click “**OK**”.

After you select your current primary supervisor, under question 2 of the “Update Primary Supervisor” window, indicate why this person is your correct primary supervisor.

After making your selection, click **OK** to save your supervisor information.

If you are unsure about who should be listed as your Primary Supervisor, contact your department chair or administrator for direction.
Secondary Supervisor

If, in addition to your Primary Supervisor, another person needs to review your disclosure, answer “Yes” to list them as your Secondary Supervisor. For example, if you belong to one of Pitt’s centers or institutes (e.g.: McGowan Institute, Hillman Cancer Center), the director of the center may want to be listed as your Secondary Supervisor to review your disclosures.

Not all disclosers have a Secondary Supervisor. All supervisors must have a Pitt appointment or affiliation. Do not list a UPMC-only employee as your supervisor. Do not list the same person as your primary and secondary supervisors. If you only have one supervisor, list them as your primary supervisor.

If you and your Primary Supervisor have a relationship with the same company, you should name another individual who does not have an interest in that company as your Secondary Supervisor.

Add a Secondary Supervisor

After you answer “Yes” to the question, a new text box will appear. Type your supervisor’s first or last name into the box. Select your supervisor from the list. You can add as many Secondary Supervisors as necessary.
Remove and Update Secondary Supervisor
To change your Secondary Supervisor, first click the X to the right of your current secondary supervisor’s name. This will remove them from your form.

To add a new Secondary Supervisor, type their name into the box and select them from the list.

PHS Funding
Indicate whether you receive, have applied for or, within the next 12-months, you expect to apply for PHS funds.

Click Continue at the top or bottom of the page to proceed.
What to Disclose

Please review this section carefully.

Report all outside activities, interests and relationships *regardless of dollar value* that:

- Might be reasonably perceived to be related to your institutional responsibilities;
- Relate to the University’s educational, research, service or other missions, including services offered by the University; or
- May otherwise create a conflict of interest or commitment, or the perception of such a conflict, with your duties to the University.

If you have additional questions about what to disclose, visit the COI website for more information.

Answer both questions at the bottom of the page to indicate whether you have anything to report. Click *Continue* at the top or bottom of the page to proceed.

If you are removing all outside interests from your form, you must keep “Yes” selected on this page and click Continue. You will be taken to the Disclosure Details page where you will remove the entry (see instructions below).
Adding a New Outside Interest, Relationship or Activity to your Form

To add a new interest to your form click Add Disclosure.

**Do not** combine multiple outside entities into one disclosure. Add a separate disclosure for each outside entity with which you have a relationship.

**Name of Entity**
Type the Name of the Outside Entity into the search bar. Do not use abbreviations. To search for an entity use “%” with key words. For example, to search for Bristol-Meyers Squibb, search “%Bristol%”. Select the desired company from the drop-down list and click “OK.”

*Only if* the name of the entity does not appear in the drop-down list when you search, check the box that indicates the entity you are reporting is not listed. You will be provided with a text box. Type the entity name into the box to create a new entity in the system. If you enter a new entity, you will be prompted to add additional information about the entity on the next page. **Do not** include any information other than a single entity name in the text box.
General Information

Answer all questions on this page

When indicating the type of relationship you have with the outside entity at question 7, check all types of interests that you have with the entity.

If you are unsure of what type of relationships you have, please visit the COI website for more information.

Click continue to advance to the next page.

Questions about Relationship Types

You will see a separate page with questions for each type of relationship you have.

If you indicate that you have consulting or other professional services or management, officer of board of directors positions you will be asked to report the approximate time in number of days per year you spent on the activity.
**Individual Disclosure Summary**

After entering details about each type of relationship you have, you will be shown a **Disclosure Summary** for that entity.

If you need to correct any information, click the **Back** button at the top or bottom left of the page.

If your information for the entity is correct, click the **Finish** button at the top or bottom right of the page to finalize your entry.

After you finalize an entry, you will return to the **Disclosure Details** page where you can see all disclosures you have entered and add additional entities as needed.
Reviewing, Editing and Removing Interests

Any interests you previously entered on your form will be displayed under the **Previously reviewed disclosures** section of the Disclosure Details page. Any new interests your supervisor has not yet reviewed will appear under the **Disclosures under review** section.

Verify that the information you previously reported is up to date, including time you spent and amount you earned.

- To edit an existing entry, click the **edit** icon.
- To remove an existing entry from your form, click the **remove** icon. Note that if you remove an entry, it will still appear on your form with a **Pending Removal** status until your supervisor approves your disclosure.

If you removed all outside interests from your form, click the Back button to return to the What to Disclose page. Change your responses on the page to “No” and click Continue at the top or bottom right of the screen to proceed to the Additional Questions section of the form.
Additional Questions

After entering all your outside interests or after you indicate on the What to Disclose page that you have nothing to report, you will be prompted to answer additional questions based on your Institutional Responsibilities at Pitt and/or UPMC.

All disclosers must answer questions about outside academic appointments and support for their research that is paid outside of Pitt or UPMC.
Submitting Your Form

Review the summary of interests on your form and the Assurance and Certification statement.

If you need to make changes to your form, click the button on the top or bottom right of the page to return to and edit your form.

To save and return to your disclosure later, click and at the top or bottom of the page.

To see what additional information you need to provide, click in the toolbar at the top or bottom of the screen.

When you are satisfied that you have accurately reported all required information and are ready to submit your form, check Yes at the bottom of the page, then click at the top or bottom right of the page.

When you click Finish, your form will be submitted and will automatically send it to your supervisor(s) for their review and approval.
After you Submit your Form

If you disclosed any outside interests on your form, it will appear with a status of Department Review. If you did not disclose any interests, it will appear with a status of No Interests Disclosed. After sending your form to your supervisor for review, it will be removed from your Inbox. If you want to view your form after you submit it, click on the Disclosures tab at the top of the page.

Making Changes Before Supervisor Review

If you need to revise your form before your supervisor reviews it, go to the Disclosures tab and click on your form. Then click Withdraw and Return to Draft on the left side of the page. To retract your form from your supervisor’s review queue and make edits, click OK.

Once you click OK your form will be withdrawn and returned to Draft state. Edit your information as needed and re-submit your form.

Supervisor Review

You will receive an email notification informing you of your supervisor(s)’ disposition of your form. Your supervisor(s)’ disposition will be:

- Approve
- Approve with Comment
- Requesting that you make changes to your form

If your supervisor requests that you make changes to your form, its status will change to Department Review: Response Pending. You will need to login to MyDisclosures and make the requested changes to your form. Discuss any requested changes or comments directly with your supervisor(s). Instructions for responding to your supervisor’s request for changes are available on the COI webpage.

When your supervisor(s) have approved your form, its status will change to Review Complete.
How do I View a Copy of my Annual Disclosure Form?
You can view your disclosures at any time by logging in to www.mydisclosures.pitt.edu and clicking the Disclosures tab at the top of the page. Click on the form to see your disclosures.