Navigating *My*Disclosures

Instructions for Updating your Disclosure

***My*Disclosures** 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 will provide you with the basic tools to update your 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@pitt.edu.

MyDisclosures Navigation Key

?	Displays a pop-up window with help text
Save *or* Continue »	Saves information
Exit	Leave the page and return to main workspace
*	Required Field
Jump To	Click the down arrow to view a specific page
Hide/Show Errors	Identify missing required information. Incomplete pages will be listed at the bottom of the page.

Login

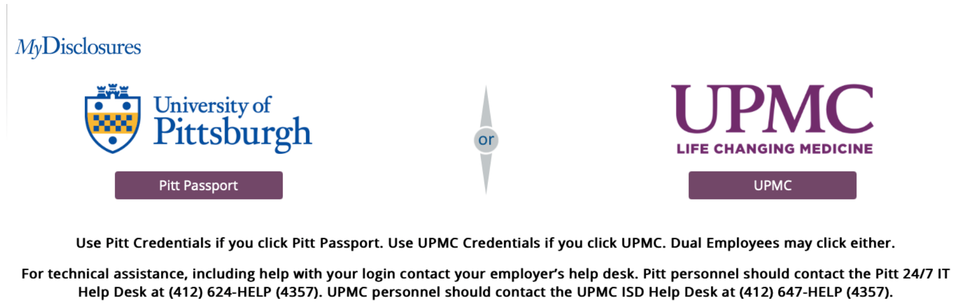
⇒ Go to www.mydisclosures.pitt.edu.

⇒ 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:

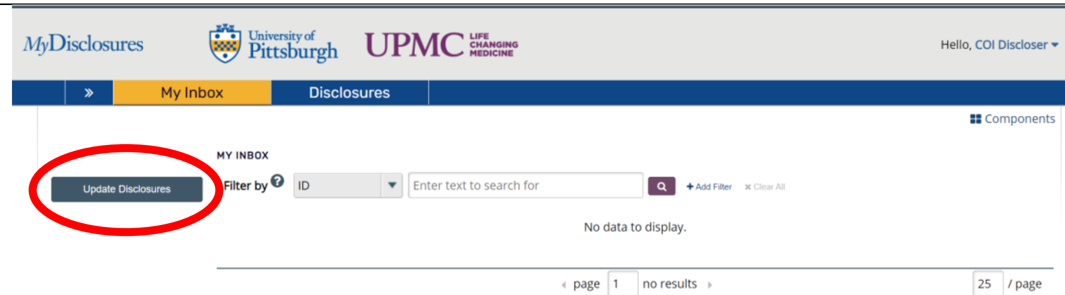
Pitt employees should contact the Pitt 24/7 IT Help Desk at (412) 642-HELP (4357).

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

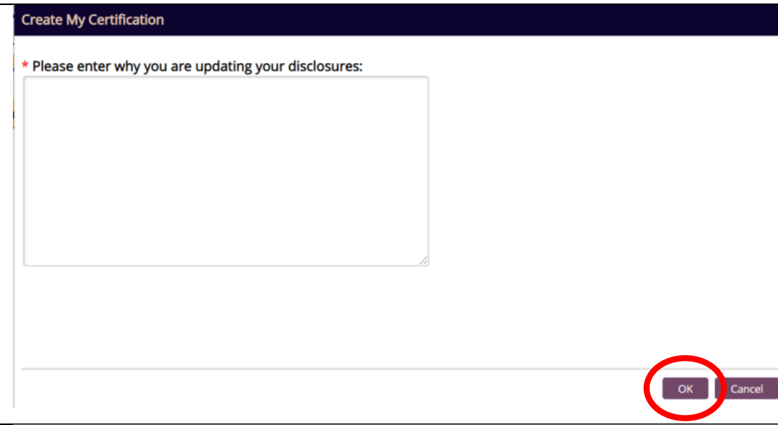


Updating your Disclosure

When you log in to MyDisclosures after you submit your annual disclosure, your inbox will be empty. Click the **Update Disclosures** button to make changes to your form.



A new window will open. Provide a brief statement, such as "new outside interest to report" or "changed value" that explains the reason for your update. Click **OK** to continue.



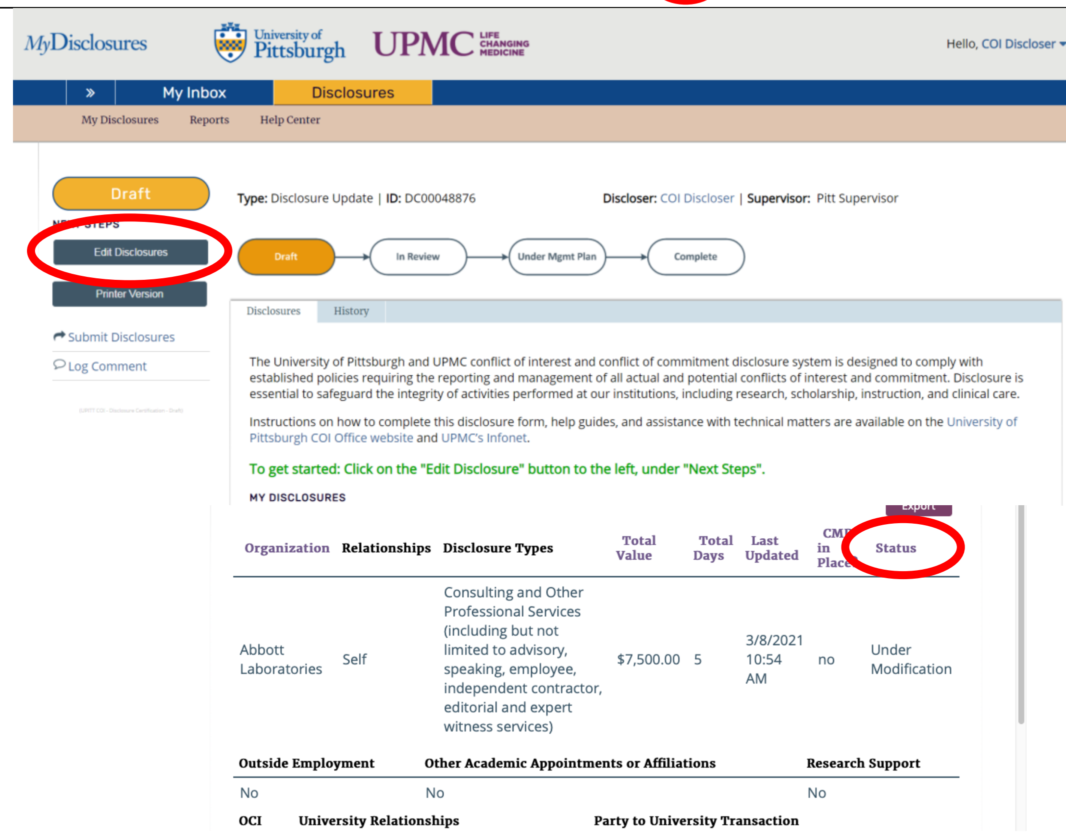
You will land on a summary page. **All information you previously entered on your form will be pre-populated for you. A summary of your current entries is displayed here.**

To get started click **Edit Disclosures** in the menu on the left.

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.

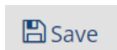


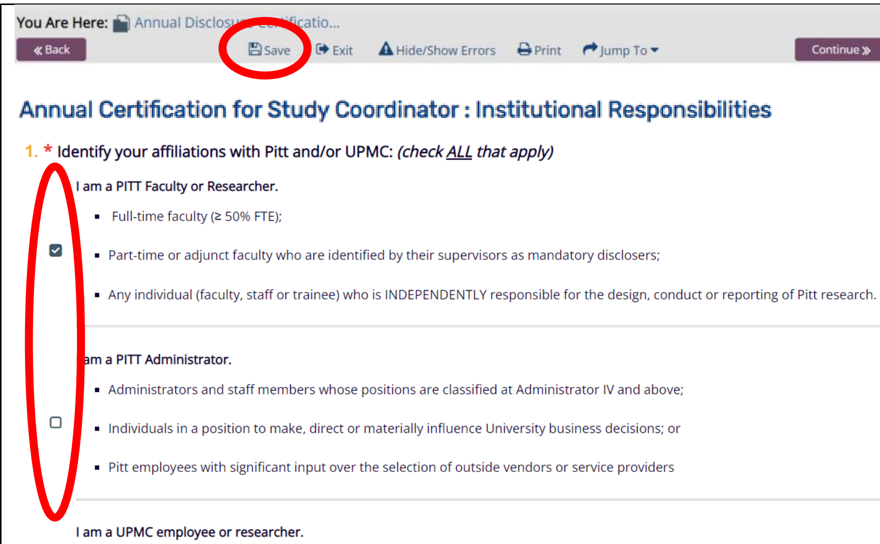
Institutional Responsibilities

Affiliations

To add an affiliation on your form, click the box next to the affiliation you want to add.

To remove an affiliation from your form, click the checkbox next to the affiliation you want to remove.

After you update your affiliations, click  in the toolbar at the top of the screen.



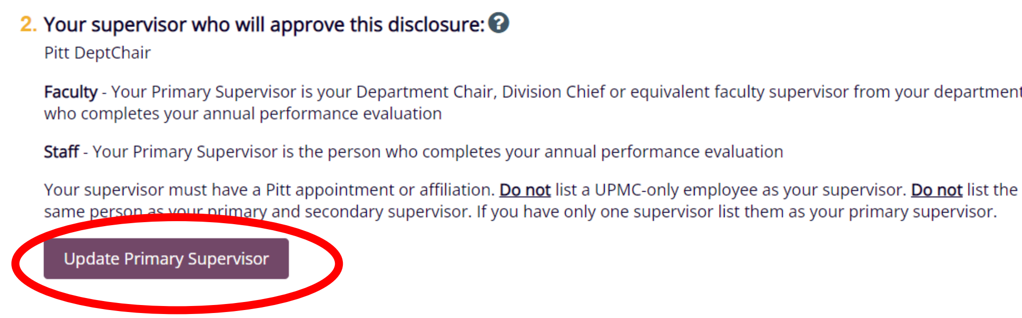
Update Primary Supervisor Information

The supervisor review in MyDisclosures is a Pitt supervisor review. All supervisors <u>must</u> have a Pitt appointment or affiliation. <u>Do not</u> list a UPMC-only employee as your supervisor.

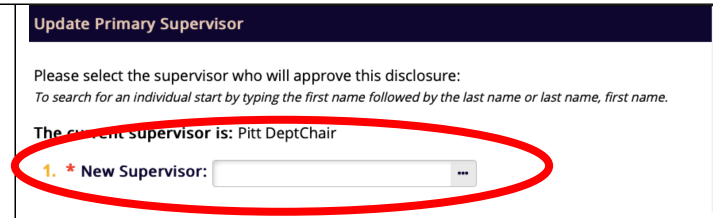
For Faculty – Your primary supervisor is your Department Chair, Division Chief or equivalent faculty supervisor from your department who completes your annual performance evaluation.

For Staff – Your primary supervisor is the person who completes your annual performance evaluation.

To update your Primary Supervisor, click "**Update Primary Supervisor**".

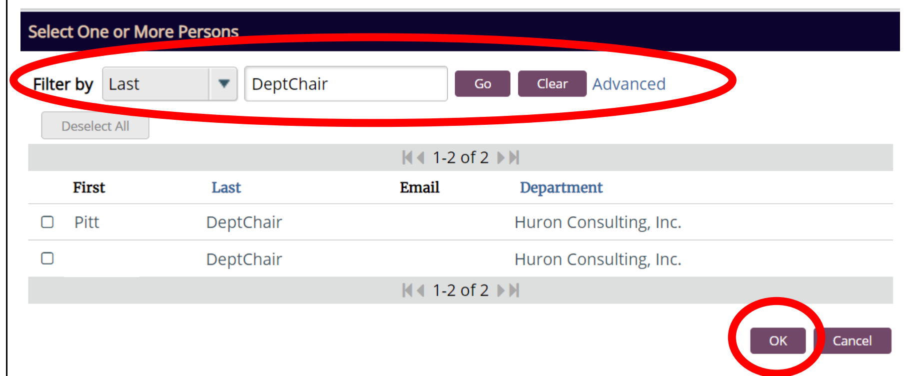


When you click **Update Primary Supervisor,** a new window will open. Type your supervisor's name into the provided text box and a short explanation of why they are the correct supervisor.



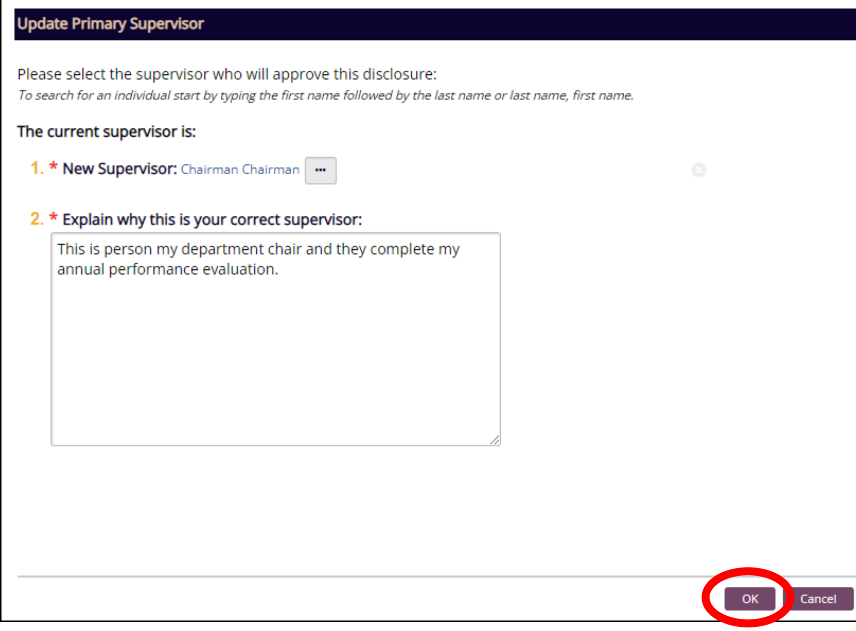
To search for the name of your primary supervisor, click on the icon next to the text box. In the new window, set the filter to "Last" to search for your supervisor by last name. You can add additional filters, including first name, email and department, using the "Advanced" button. Click "Go" to start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

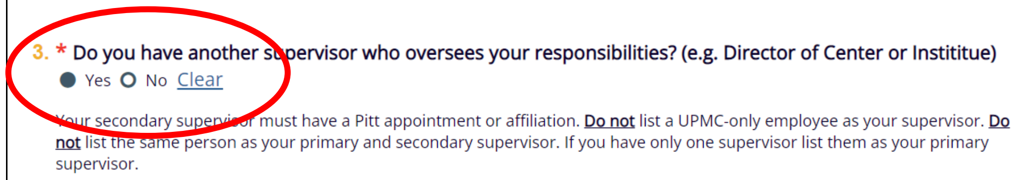


Update Secondary Supervisor Information

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.

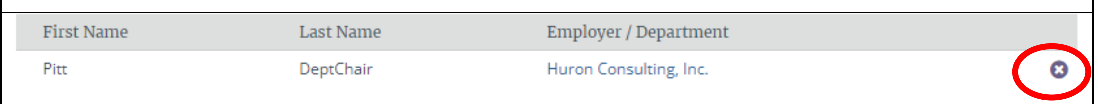
Not all disclosers have a Secondary Supervisor. All supervisors must have a Pitt appointment or affiliation. Do not list a UPMC-only employee as your supervisor. Do not list the same person as your primary and secondary supervisors. If you only have one supervisor, list them as your primary supervisor.

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.



Change your Secondary Supervisor

To change your secondary supervisor, you must remove your former secondary supervisor by clicking the “X” to the right of their name.

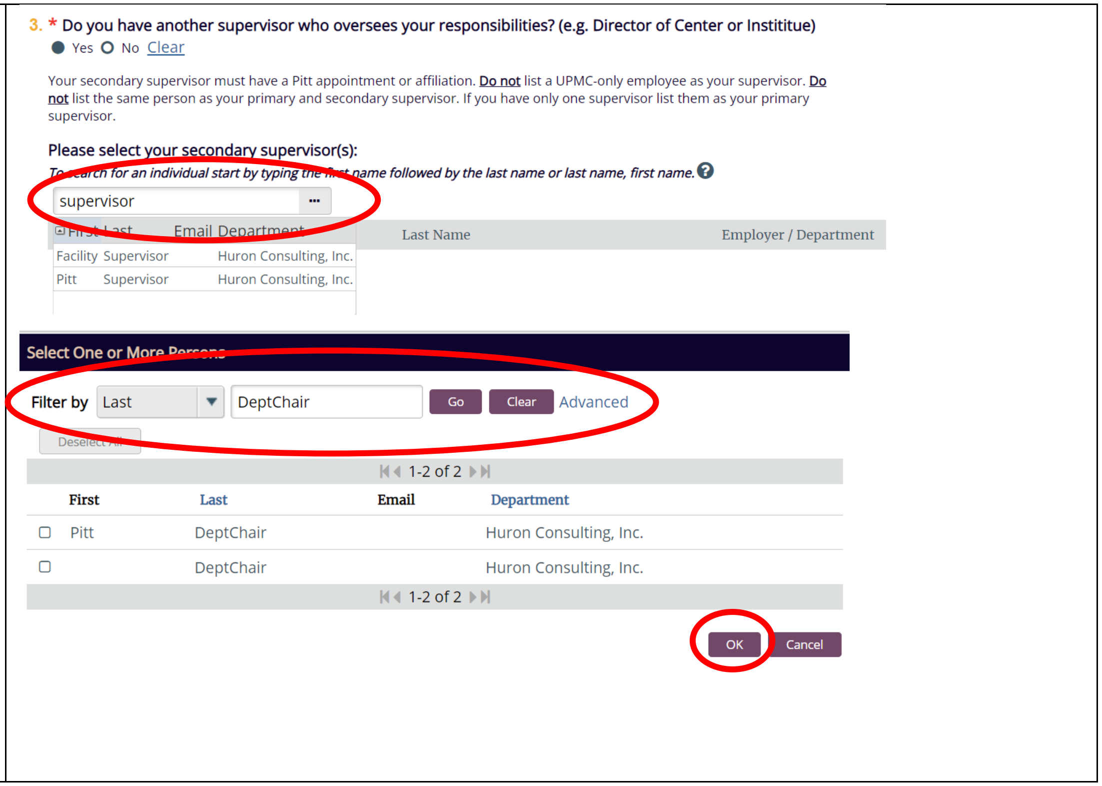


Add a new Secondary Supervisor

After you answer “Yes” to the secondary supervisor question, a new text box will appear. Type your supervisor’s first or last name into the box and select your supervisor from the list.

To search for the name of your secondary 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 new secondary supervisor from the list by clicking the box next to their name. Then click **OK** to add the supervisor to your form.



What to Disclose

Please review this section of your form carefully.

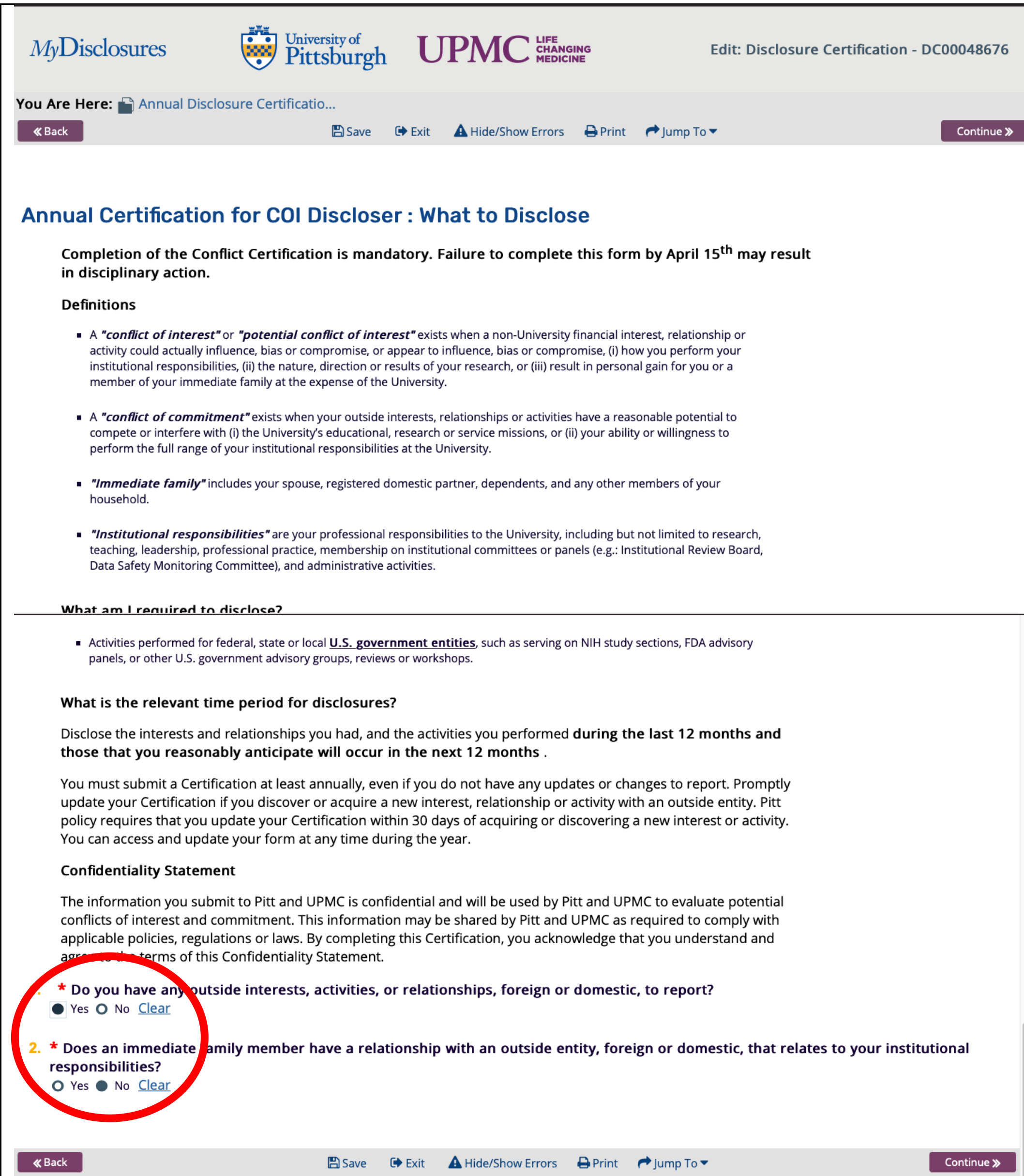
Report all outside activities, interests and relationships ***regardless of dollar value*** that:

- 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 whether to disclose a particular interest, relationship or activity, visit [the COI website for help guides and 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 have no interests to report, you will be taken directly to the **Additional Questions** section of the form.

If you are removing outside interests from your form, keep "Yes" selected on your form and click "Continue". You will be taken to the Disclosure Details page where you will remove the entry (*see instructions below).*


MyDisclosures University of Pittsburgh UPMC LIFE CHANGING MEDICINE Edit: Disclosure Certification - DC00048676

You Are Here: Annual Disclosure Certificatio...

« Back Save Exit Hide/Show Errors Print Jump To Continue »

Annual Certification for COI Discloser : What to Disclose

Completion of the Conflict Certification is mandatory. Failure to complete this form by April 15th may result in disciplinary action.

Definitions

- A ***"conflict of interest"*** or ***"potential conflict of interest"*** exists when a non-University financial interest, relationship or activity could actually influence, bias or compromise, or appear to influence, bias or compromise, (i) how you perform your institutional responsibilities, (ii) the nature, direction or results of your research, or (iii) result in personal gain for you or a member of your immediate family at the expense of the University.
- A ***"conflict of commitment"*** exists when your outside interests, relationships or activities have a reasonable potential to compete or interfere with (i) the University's educational, research or service missions, or (ii) your ability or willingness to perform the full range of your institutional responsibilities at the University.
- ***"Immediate family"*** includes your spouse, registered domestic partner, dependents, and any other members of your household.
- ***"Institutional responsibilities"*** are your professional responsibilities to the University, including but not limited to research, teaching, leadership, professional practice, membership on institutional committees or panels (e.g.: Institutional Review Board, Data Safety Monitoring Committee), and administrative activities.

What am I required to disclose?

- Activities performed for federal, state or local **U.S. government entities**, such as serving on NIH study sections, FDA advisory panels, or other U.S. government advisory groups, reviews or workshops.

What is the relevant time period for disclosures?

Disclose the interests and relationships you had, and the activities you performed **during the last 12 months and those that you reasonably anticipate will occur in the next 12 months** .

You must submit a Certification at least annually, even if you do not have any updates or changes to report. Promptly update your Certification if you discover or acquire a new interest, relationship or activity with an outside entity. Pitt policy requires that you update your Certification within 30 days of acquiring or discovering a new interest or activity. You can access and update your form at any time during the year.

Confidentiality Statement

The information you submit to Pitt and UPMC is confidential and will be used by Pitt and UPMC to evaluate potential conflicts of interest and commitment. This information may be shared by Pitt and UPMC as required to comply with applicable policies, regulations or laws. By completing this Certification, you acknowledge that you understand and agree to the terms of this Confidentiality Statement.

1. * **Do you have any outside interests, activities, or relationships, foreign or domestic, to report?**
   Yes No Clear
2. * **Does an immediate family member have a relationship with an outside entity, foreign or domestic, that relates to your institutional responsibilities?**
   Yes No Clear

« Back Save Exit Hide/Show Errors Print Jump To Continue »

Editing or Removing an Outside Interest, Relationship or Activity

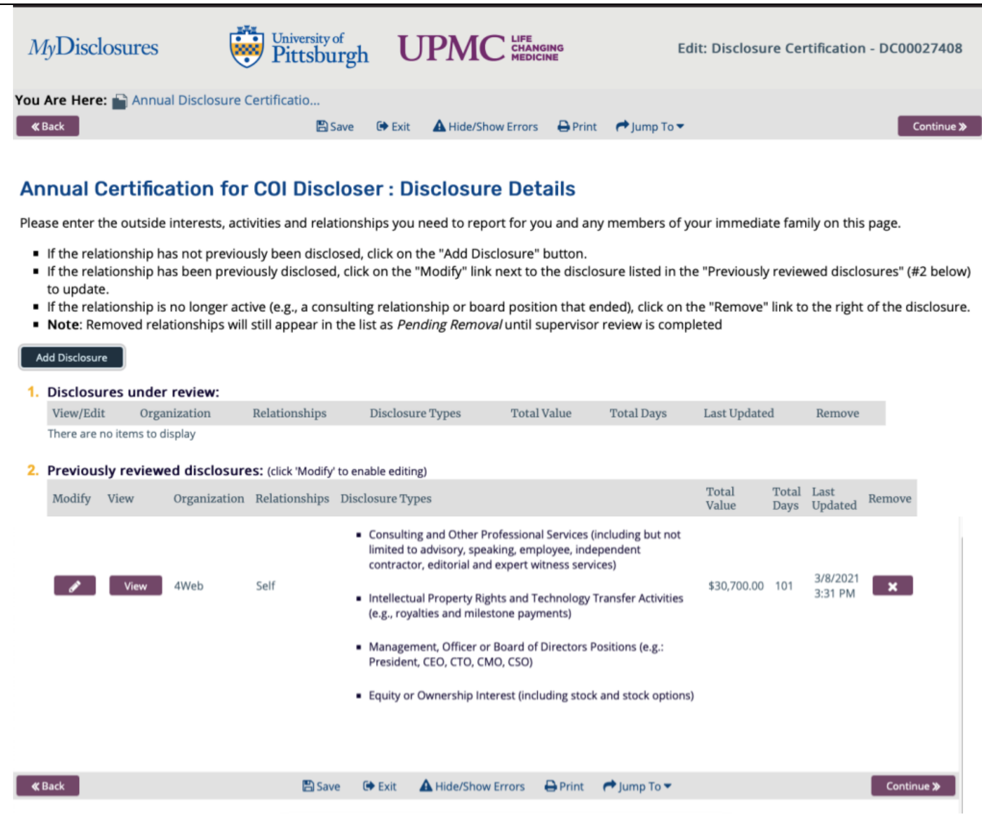
Any interests you previously entered on your form will be displayed under the "**Previously reviewed disclosures**" section of the **Disclosure Details** page.

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  icon.

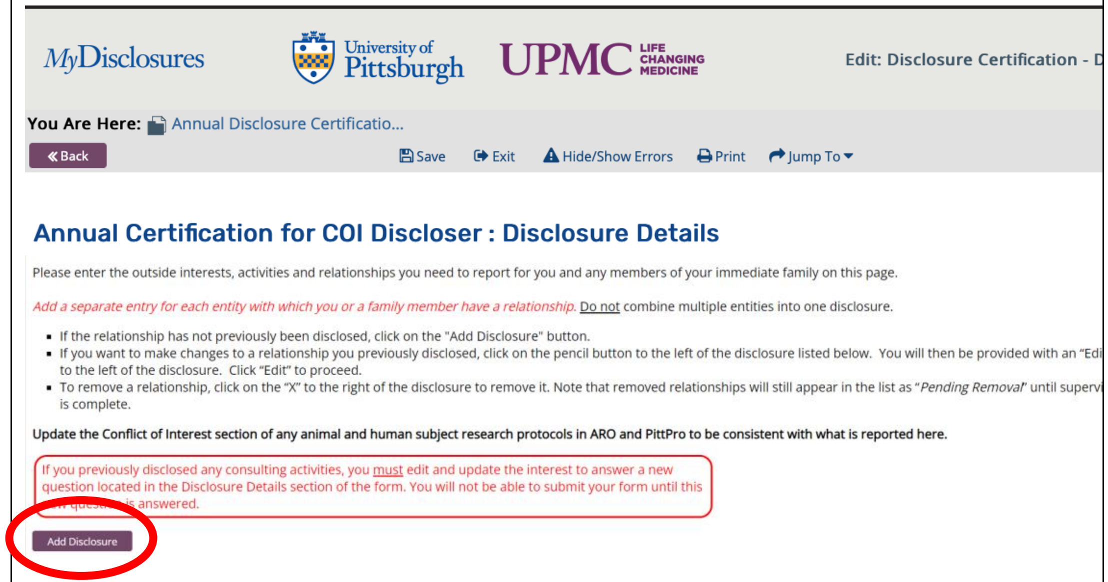
To remove an existing entry from your form, click the  icon. Note that, if you remove an entry, it will still appear on your form with *Pending Removal* status until your supervisor approves your disclosure.

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 proceed to the Additional Questions section of the form.



Adding a New Outside Interest, Relationship or Activity to your Form

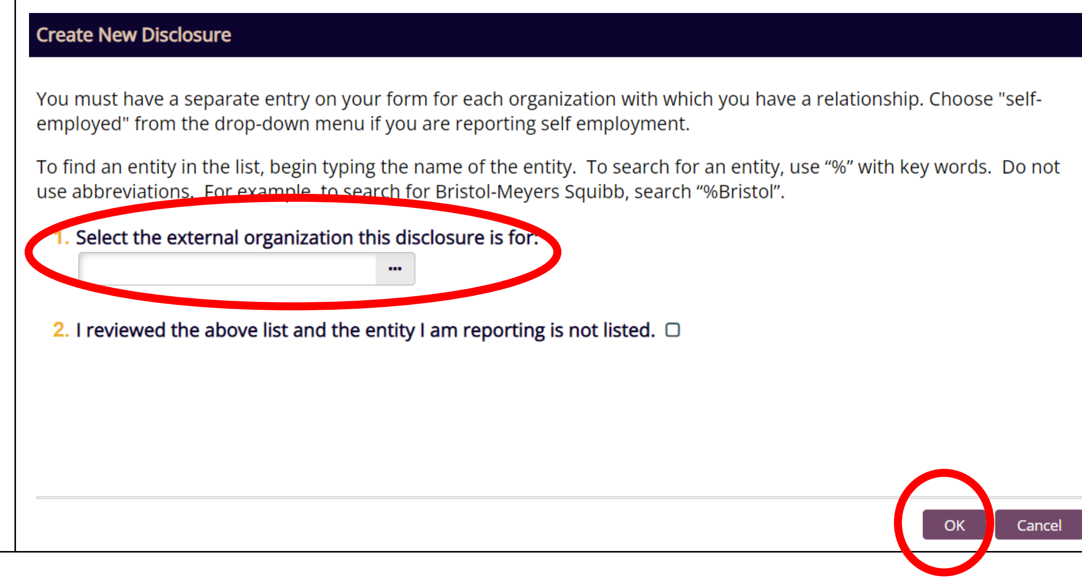
To add a new interest to your form click **Add Disclosure**. You should have a separate entry for each outside entity with which you have a relationship.



Name of Entity

Input the Name of the Outside Entity into the search bar. 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, click the box next to item 2. Type the entity name into the box and 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.



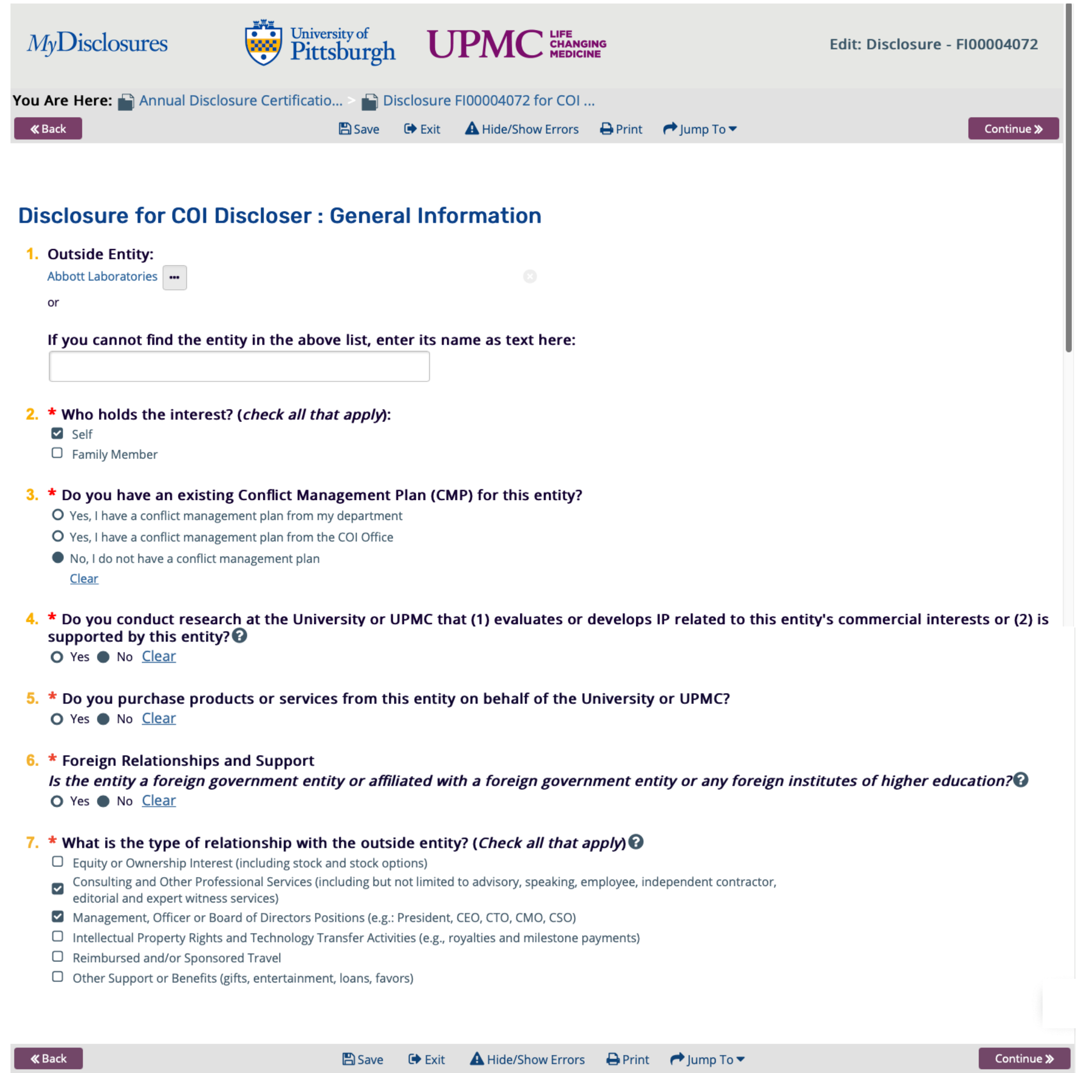
General Information

⇒ 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

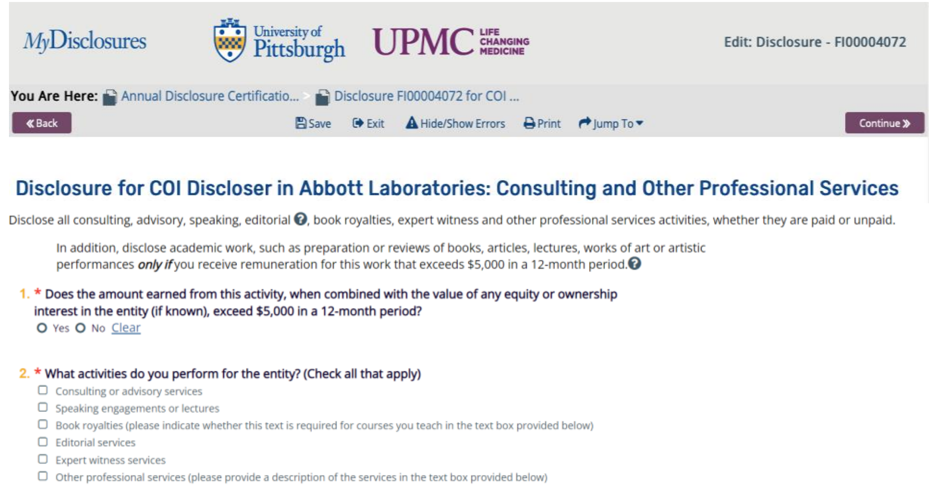


Questions about Relationship Types

⇒ You will be asked questions about each type of relationship you have with the entity. You will see a separate page for each type of relationship you have.

⇒ The specific questions you see depend on what **types of relationships** you have and how you responded to questions on the **Institutional Responsibilities** page of your form.

⇒ 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.

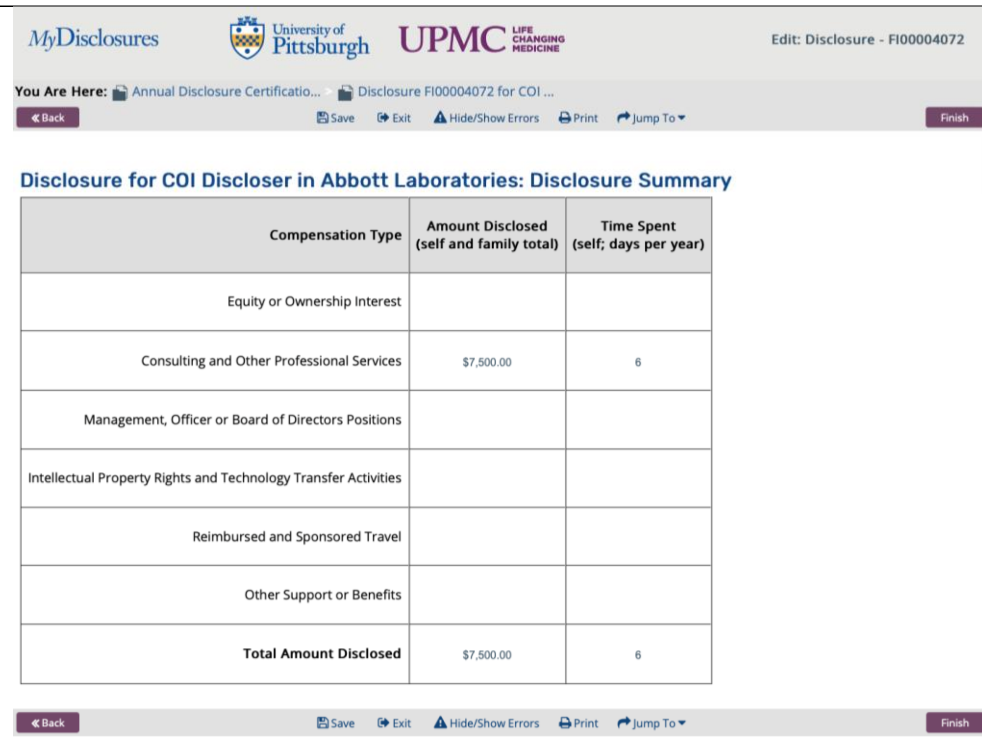


Individual Disclosure Summary

⇒ After entering details about each type of relationship you have, you will be shown a **Disclosure Summary** that summarizes all relationships you disclosed with 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** at the top or bottom right of the page to finalize your entry.



Compensation Type	Amount Disclosed (self and family total)	Time Spent (self; days per year)
Equity or Ownership Interest		
Consulting and Other Professional Services	$7,500.00	6
Management, Officer or Board of Directors Positions		
Intellectual Property Rights and Technology Transfer Activities		
Reimbursed and Sponsored Travel		
Other Support or Benefits		
Total Amount Disclosed	$7,500.00	6

Finalizing Disclosure Details

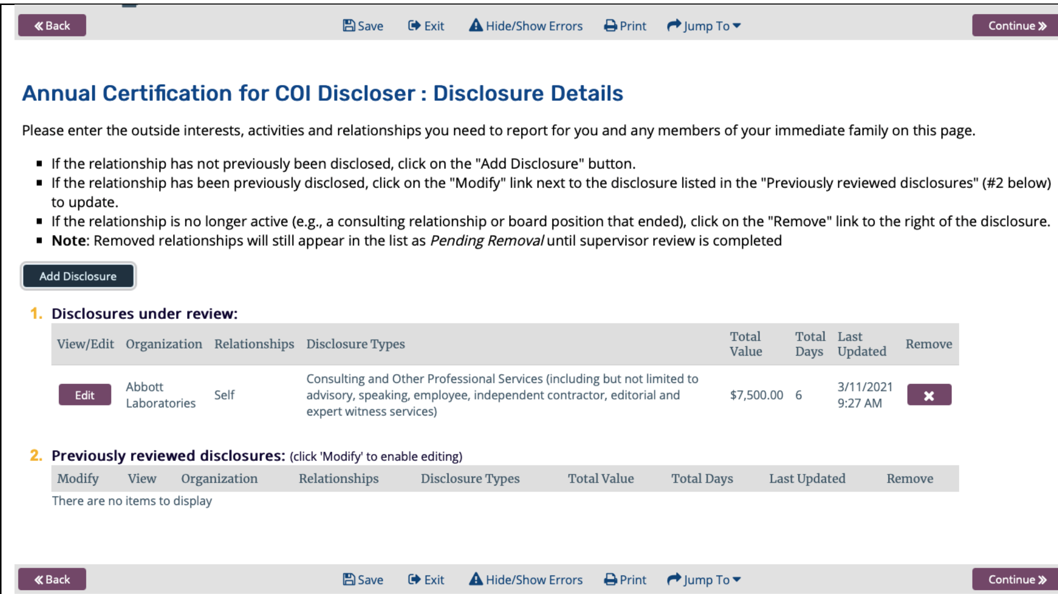
⇒ After you finalize an entry, you will be routed back to the **Disclosure Details** page where you can see all disclosures you have entered and add additional entities as needed.

⇒ To add another entity click **Add Disclosure** at the top of the page.

⇒ To edit an existing entry, click the icon.

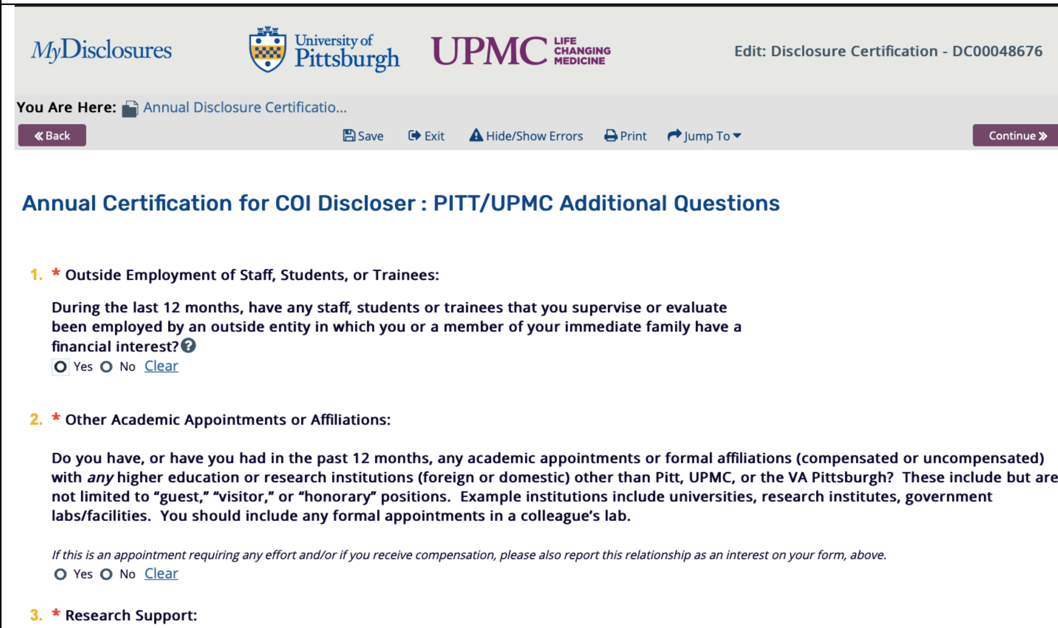
⇒ To remove an existing entry from your form, click the icon. Note that if you remove an entry, it will still appear on your form with a *Pending Removal* status until your supervisor approves your disclosure.

⇒ When you have added all entities and interests you need to report, click Continue » at the top or bottom right of the page.



Additional Questions

After entering all entities with which you have relationships *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. You must answer all questions that appear on your form.**



Submitting Your Form

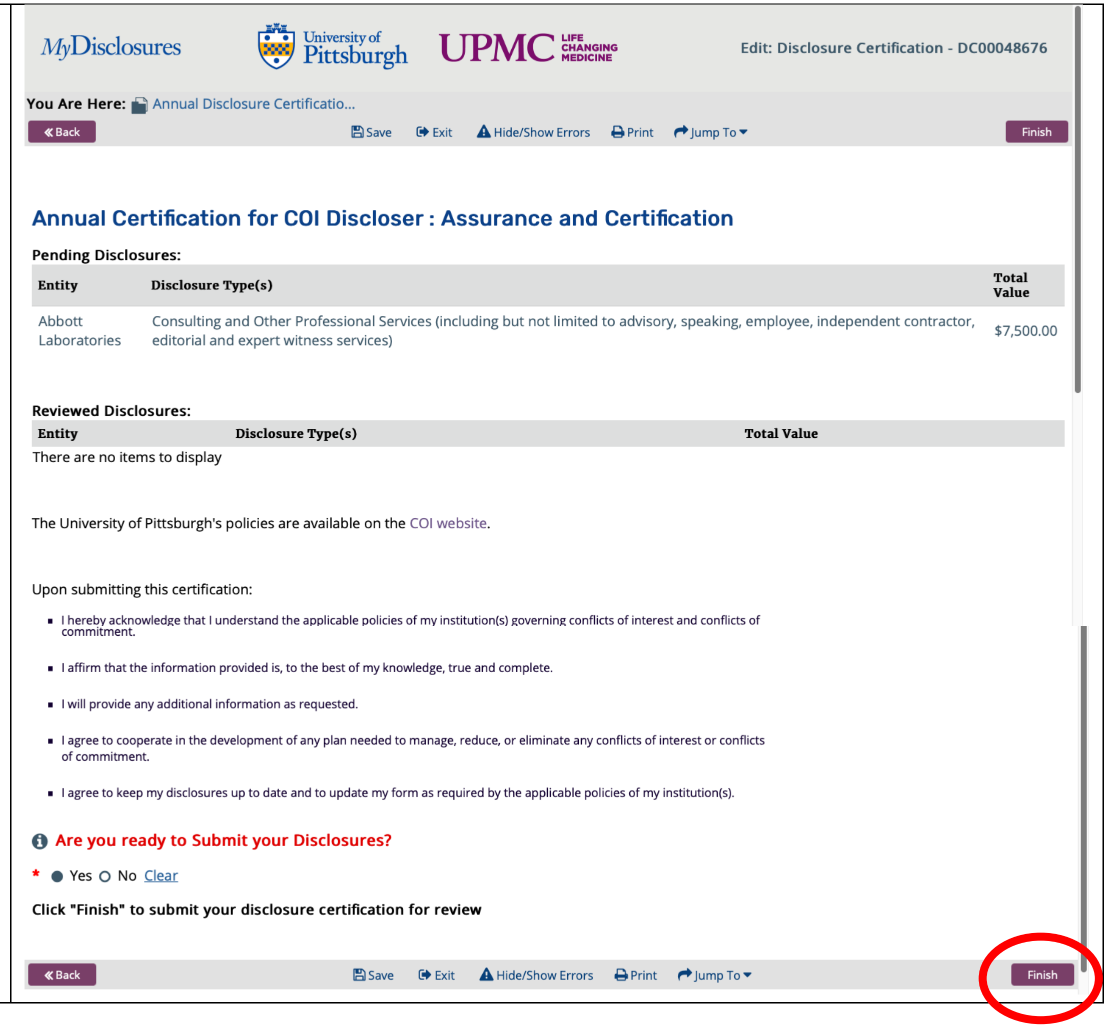
⇒ Review the summary of interests on your form and the Assurance and Certification statement.

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

⇒ To save and return to your disclosure at a later time, click Save and Exit at the top or bottom of the page.

⇒ 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 Finish 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 designated supervisor(s) for their review and approval.**



After you Submit your Form

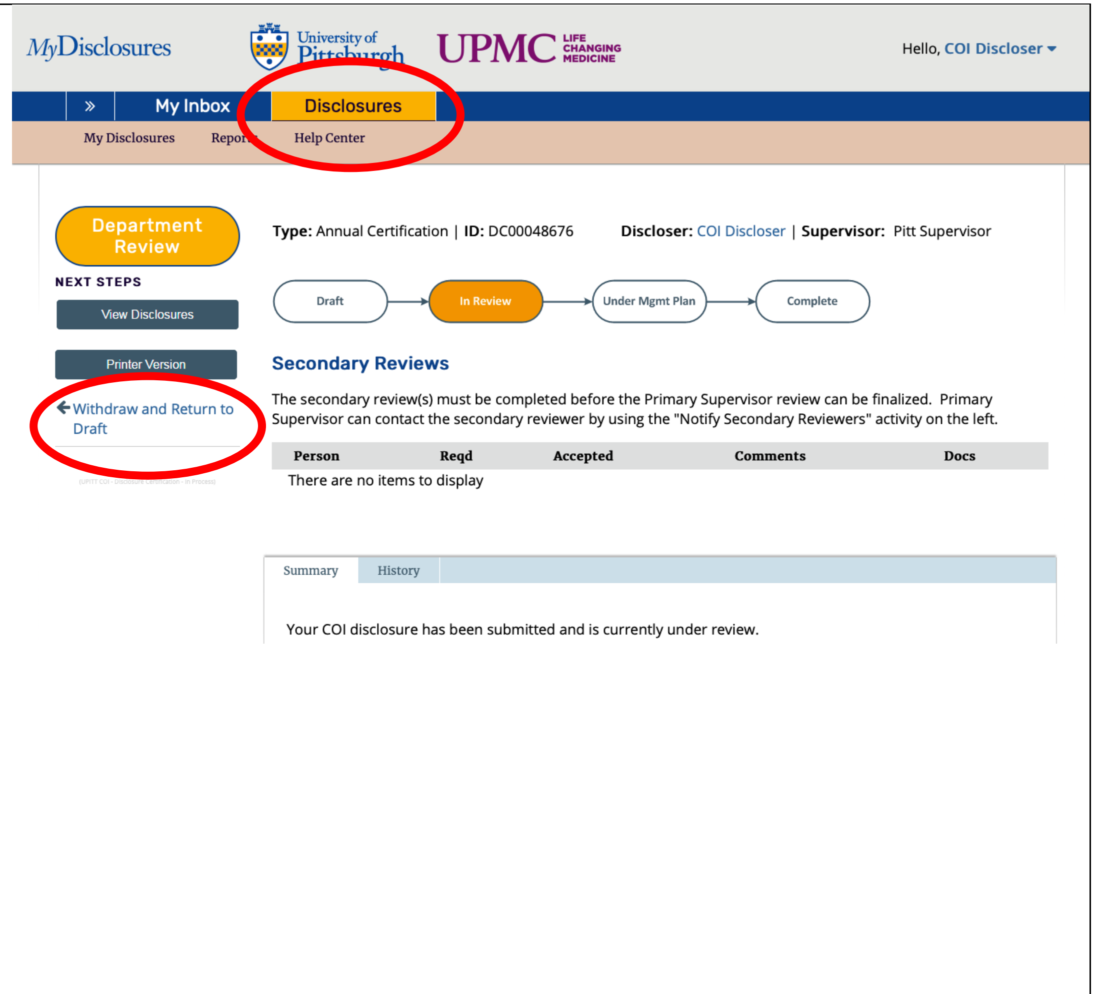
If you disclose any outside interests on your form, it will appear with a status of **Department Review**. If you do not disclose any interests, it will appear with a status of **No Interests Disclosed.** After sending your form to your supervisor for review, it will be removed from your Inbox. If you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

When you submit your form, it is automatically sent to your supervisor(s) for review.

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 disclosure which will be called “Update Certification for [your name]” and include the date of submission. 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.



After 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
- Disapprove

The email will provide you with instructions on how to view and respond to any comments from your supervisor(s).

When your supervisor(s) have approved your form, its status will change to **Review Complete.**

How do I View a Copy of my 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 you want to view to see your disclosures.