

Navigating MyDisclosures

Instructions for Updating your Disclosure


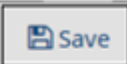
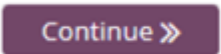
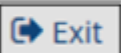

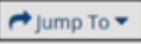
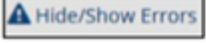
MyDisclosures is the University's electronic conflict disclosure system. It conforms with the University's Conflict of Interest Policy for Research, federal funding requirements, UPMC policies (for UPMC disclosers), and other relevant University policies.

This document 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
 or 	Saves information
	Leave the page and return to main workspace
	Required Field
	Click the down arrow to view a specific page
	Identify missing required information. Incomplete pages will be listed at the bottom of the page.

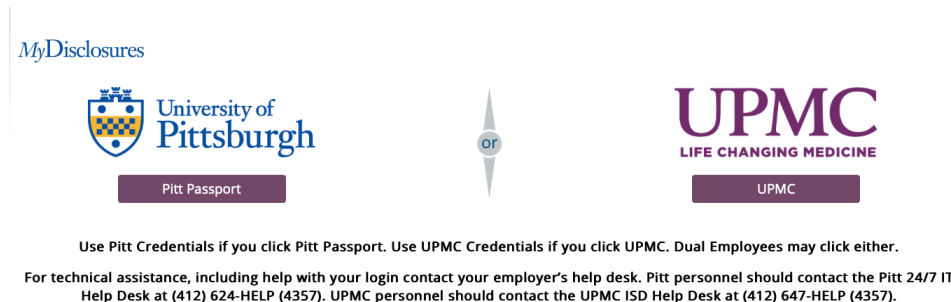
Login

- ⇒ 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.

MyDisclosures University of Pittsburgh UPMC LIFE CHANGING MEDICINE Hello, COI Discloser ▾

» My Inbox Disclosures

My Disclosures Reports Help Center

Draft Type: Disclosure Update | ID: DC00048876 Discloser: COI Discloser | Supervisor: Pitt Supervisor

Edit Disclosures Draft In Review Under Mgmt Plan Complete

Printer Version

Submit Disclosures

Log Comment

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Disclosures History

The University of Pittsburgh and UPMC conflict of interest and conflict of commitment disclosure system is designed to comply with established policies requiring the reporting and management of all actual and potential conflicts of interest and commitment. Disclosure is essential to safeguard the integrity of activities performed at our institutions, including research, scholarship, instruction, and clinical care. Instructions on how to complete this disclosure form, help guides, and assistance with technical matters are available on the University of Pittsburgh COI Office website and UPMC's Infonet.

To get started: Click on the “Edit Disclosure” button to the left, under “Next Steps”.

MY DISCLOSURES


Organization	Relationships	Disclosure Types	Total Value	Total Days	Last Updated	CMV in Place	Status
Abbott Laboratories	Self	Consulting and Other Professional Services (including but not limited to advisory, speaking, employee, independent contractor, editorial and expert witness services)	\$7,500.00	5	3/8/2021 10:54 AM	no	Under Modification
Outside Employment		Other Academic Appointments or Affiliations	Research Support				
No		No	No				
OCI		University Relationships	Party to University Transaction				

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.

You Are Here: Annual Disclosure Certification...

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

Annual Certification for Study Coordinator : Institutional Responsibilities

1. * Identify your affiliations with Pitt and/or UPMC: (check ALL that apply)

☒ I am a PITT Faculty or Researcher.

- Full-time faculty (≥ 50% FTE);
- Part-time or adjunct faculty who are identified by their supervisors as mandatory disclosers;
- Any individual (faculty, staff or trainee) who is INDEPENDENTLY responsible for the design, conduct or reporting of Pitt research.

☐ I am a PITT Administrator.

- Administrators and staff members whose positions are classified at Administrator IV and above;
- Individuals in a position to make, direct or materially influence University business decisions; or
- Pitt employees with significant input over the selection of outside vendors or service providers

☐ I am a UPMC employee or researcher.

Update Primary Supervisor Information

The supervisor review in MyDisclosures is a Pitt supervisor review. All supervisors must have a Pitt appointment or affiliation. Do not 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**”.

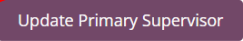
2. Your supervisor who will approve this disclosure: ?

Pitt DeptChair


Faculty - Your Primary Supervisor is your Department Chair, Division Chief or equivalent faculty supervisor from your department who completes your annual performance evaluation

Staff - Your Primary Supervisor is the person who completes your annual performance evaluation

Your supervisor 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 supervisor. If you have only one supervisor list them as your primary supervisor.



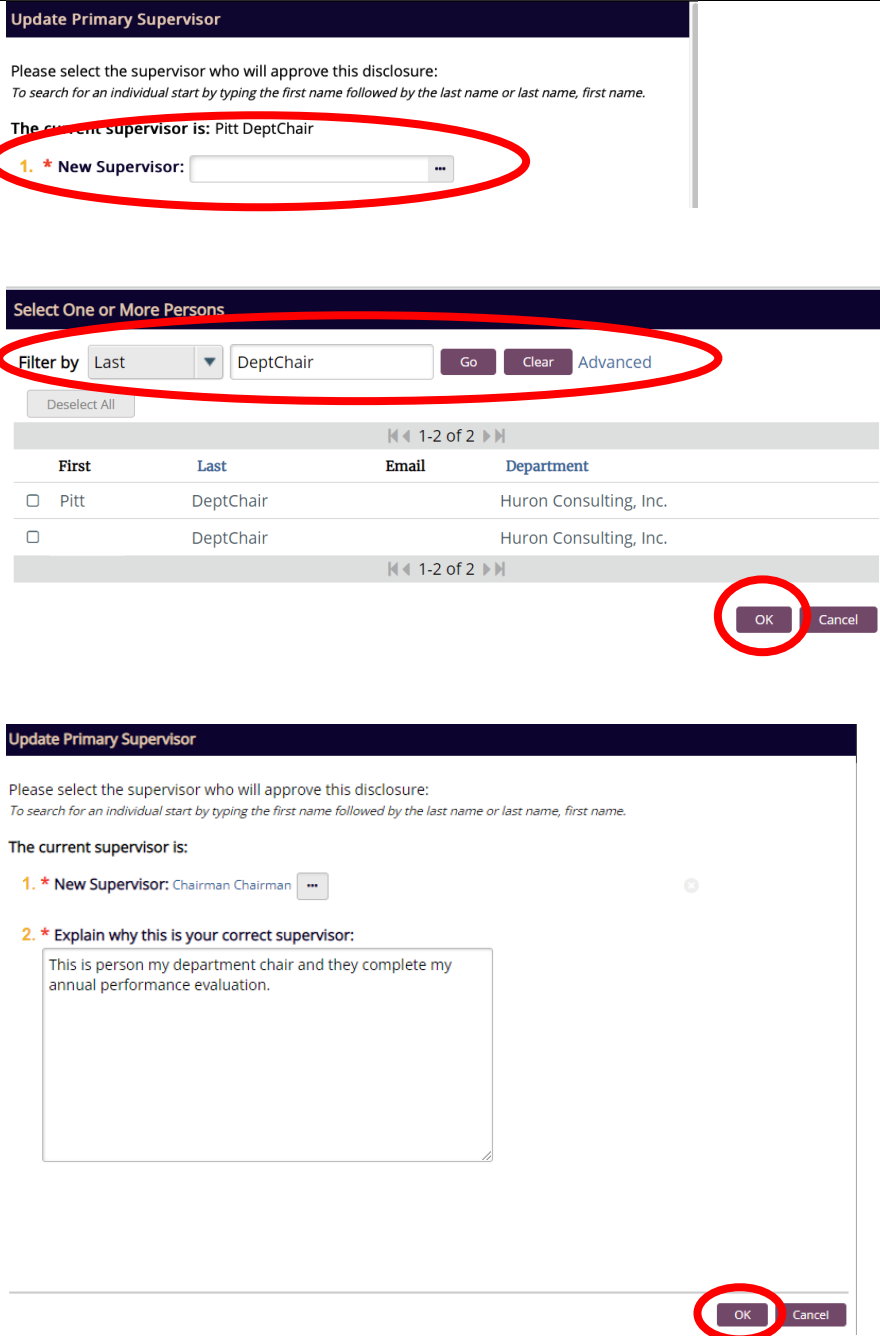
When you click **Update Primary Supervisor**, a new window will open. Type your supervisor's name into the provided text box and a short explanation of why they are the correct supervisor.

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 Primary Supervisor

Please select the supervisor who will approve this disclosure:
To search for an individual start by typing the first name followed by the last name or last name, first name.

The current supervisor is: Pitt DeptChair

1. * New Supervisor:

Select One or More Persons

Filter by: Last DeptChair [Advanced](#)

1-2 of 2

First	Last	Email	Department
<input type="checkbox"/>	Pitt	DeptChair	Huron Consulting, Inc.
<input type="checkbox"/>		DeptChair	Huron Consulting, Inc.

1-2 of 2

Update Primary Supervisor

Please select the supervisor who will approve this disclosure:
To search for an individual start by typing the first name followed by the last name or last name, first name.

The current supervisor is:

1. * New Supervisor: Chairman Chairman

2. * Explain why this is your correct supervisor:

This is person my department chair and they complete my annual performance evaluation.

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.

3. * Do you have another supervisor who oversees your responsibilities? (e.g. Director of Center or Institute)

☒ Yes ☐ No [Clear](#)

Your secondary supervisor 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 supervisor. If you have only one supervisor list them as your primary 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.

First Name	Last Name	Employer / Department	
Pitt	DeptChair	Huron Consulting, Inc.	

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.

3. * Do you have another supervisor who oversees your responsibilities? (e.g. Director of Center or Institute)

☒ Yes ☐ No [Clear](#)

Your secondary supervisor 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 supervisor. If you have only one supervisor list them as your primary supervisor.

Please select your secondary supervisor(s):

To search for an individual start by typing the first name followed by the last name or last name, first name. ?

supervisor 

First Last	Email	Department	Last Name	Employer / Department
Facility Supervisor		Huron Consulting, Inc.		
Pitt Supervisor		Huron Consulting, Inc.		

Select One or More Persons

Filter by Last  DeptChair [Advanced](#)

1-2 of 2

	First	Last	Email	Department
<input type="checkbox"/>	Pitt	DeptChair		Huron Consulting, Inc.
<input type="checkbox"/>		DeptChair		Huron Consulting, Inc.

1-2 of 2


Please review this section of your form carefully.

- 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.


Answer both questions at the bottom of the page to indicate whether you have anything to report. Click

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
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MEDICINE

Edit: Disclosure Certification - DC00048676

You Are Here: Annual Disclosure Certification...

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.

- * Do you have any outside interests, activities, or relationships, foreign or domestic, to report?**

☒ Yes ☐ No [Clear](#)
- * 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.

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You Are Here: Annual Disclosure Certification...

Back Save Exit Hide/Show Errors Print Jump To Continue

Annual Certification for COI Discloser : Disclosure Details

Please enter the outside interests, activities and relationships you need to report for you and any members of your immediate family on this page.



- If the relationship has not previously been disclosed, click on the "Add Disclosure" button.
- If the relationship has been previously disclosed, click on the "Modify" link next to the disclosure listed in the "Previously reviewed disclosures" (#2 below) to update.
- If the relationship is no longer active (e.g., a consulting relationship or board position that ended), click on the "Remove" link to the right of the disclosure.
- **Note:** Removed relationships will still appear in the list as *Pending Removal* until supervisor review is completed

Add Disclosure

1. Disclosures under review:

View/Edit	Organization	Relationships	Disclosure Types	Total Value	Total Days	Last Updated	Remove
There are no items to display							

2. Previously reviewed disclosures: (click 'Modify' to enable editing)

Modify	View	Organization	Relationships	Disclosure Types	Total Value	Total Days	Last Updated	Remove
	View	4Web	Self	<ul style="list-style-type: none">■ Consulting and Other Professional Services (including but not limited to advisory, speaking, employee, independent contractor, editorial and expert witness services)■ Intellectual Property Rights and Technology Transfer Activities (e.g., royalties and milestone payments)■ Management, Officer or Board of Directors Positions (e.g.: President, CEO, CTO, CMO, CSO)■ Equity or Ownership Interest (including stock and stock options)	\$30,700.00	101	3/8/2021 3:31 PM	

Back Save Exit Hide/Show Errors Print Jump To Continue

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.

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

You Are Here: Annual Disclosure Certificatio...

Back Save Exit Hide/Show Errors Print Jump To

Annual Certification for COI Discloser : Disclosure Details

Please enter the outside interests, activities and relationships you need to report for you and any members of your immediate family on this page.

Add a separate entry for each entity with which you or a family member have a relationship. Do not combine multiple entities into one disclosure.

- If the relationship has not previously been disclosed, click on the "Add Disclosure" button.
- If you want to make changes to a relationship you previously disclosed, click on the pencil button to the left of the disclosure listed below. You will then be provided with an "Edit" button to the left of the disclosure. Click "Edit" to proceed.
- To remove a relationship, click on the "X" to the right of the disclosure to remove it. Note that removed relationships will still appear in the list as "Pending Removal" until supervisor review is complete.

Update the Conflict of Interest section of any animal and human subject research protocols in ARO and PittPro to be consistent with what is reported here.

If you previously disclosed any consulting activities, you must edit and update the interest to answer a new question located in the Disclosure Details section of the form. You will not be able to submit your form until this question is answered.

Add Disclosure

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.

Create New Disclosure


You must have a separate entry on your form for each organization with which you have a relationship. Choose "self-employed" from the drop-down menu if you are reporting self employment.

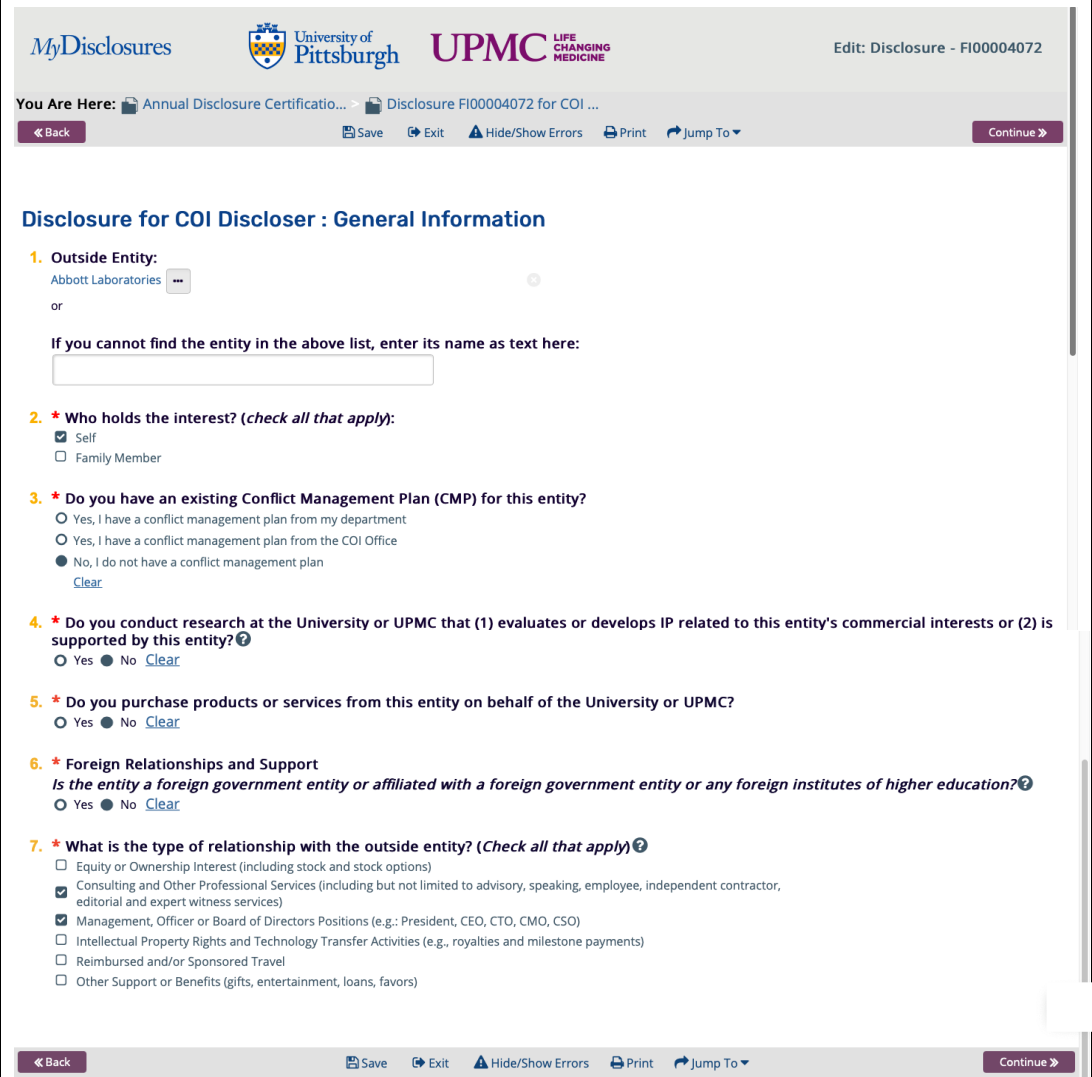
To find an entity in the list, begin typing the name of the entity. To search for an entity, use "%" with key words. Do not use abbreviations. For example, to search for Bristol-Meyers Squibb, search "%Bristol".

- Select the external organization this disclosure is for.
- I reviewed the above list and the entity I am reporting is not listed. ☐

OK Cancel

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  to advance to the next page



MyDisclosures University of Pittsburgh UPMC LIFE CHANGING MEDICINE Edit: Disclosure - FI00004072

You Are Here: Annual Disclosure Certification... > Disclosure FI00004072 for COI ...

[Back](#) [Save](#) [Exit](#) [Hide/Show Errors](#) [Print](#) [Jump To](#) [Continue](#)

Disclosure for COI Discloser : General Information

1. **Outside Entity:**
Abbott Laboratories ...
or
If you cannot find the entity in the above list, enter its name as text here:

2. *** Who holds the interest? (check all that apply):**
☒ Self
☐ Family Member

3. *** Do you have an existing Conflict Management Plan (CMP) for this entity?**
☐ Yes, I have a conflict management plan from my department
☐ Yes, I have a conflict management plan from the COI Office
☒ No, I do not have a conflict management plan
[Clear](#)

4. *** Do you conduct research at the University or UPMC that (1) evaluates or develops IP related to this entity's commercial interests or (2) is supported by this entity?**
☐ Yes ☒ No [Clear](#)

5. *** Do you purchase products or services from this entity on behalf of the University or UPMC?**
☐ Yes ☒ No [Clear](#)

6. *** Foreign Relationships and Support**
Is the entity a foreign government entity or affiliated with a foreign government entity or any foreign institutes of higher education?
☐ Yes ☒ No [Clear](#)

7. *** What is the type of relationship with the outside entity? (Check all that apply)**
☐ Equity or Ownership Interest (including stock and stock options)
☒ Consulting and Other Professional Services (including but not limited to advisory, speaking, employee, independent contractor, editorial and expert witness services)
☒ Management, Officer or Board of Directors Positions (e.g.: President, CEO, CTO, CMO, CSO)
☐ Intellectual Property Rights and Technology Transfer Activities (e.g., royalties and milestone payments)
☐ Reimbursed and/or Sponsored Travel
☐ Other Support or Benefits (gifts, entertainment, loans, favors)

[Back](#) [Save](#) [Exit](#) [Hide/Show Errors](#) [Print](#) [Jump To](#) [Continue](#)

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.

MyDisclosures University of Pittsburgh UPMC LIFE CHANGING MEDICINE Edit: Disclosure - FI00004072

You Are Here: Annual Disclosure Certificatio... > Disclosure FI00004072 for COI ...

Back Save Exit Hide/Show Errors Print Jump To Continue

Disclosure for COI Discloser in Abbott Laboratories: Consulting and Other Professional Services

Disclose all consulting, advisory, speaking, editorial, book royalties, expert witness and other professional services activities, whether they are paid or unpaid.

In addition, disclose academic work, such as preparation or reviews of books, articles, lectures, works of art or artistic performances **only if** you receive remuneration for this work that exceeds \$5,000 in a 12-month period.

1. * Does the amount earned from this activity, when combined with the value of any equity or ownership interest in the entity (if known), exceed \$5,000 in a 12-month period?

☐ Yes ☐ No [Clear](#)

2. * What activities do you perform for the entity? (Check all that apply)

☐ Consulting or advisory services
☐ Speaking engagements or lectures
☐ Book royalties (please indicate whether this text is required for courses you teach in the text box provided below)
☐ Editorial services
☐ Expert witness services
☐ Other professional services (please provide a description of the services in the text box provided below)

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.

MyDisclosures University of Pittsburgh UPMC LIFE CHANGING MEDICINE Edit: Disclosure - FI00004072

You Are Here: Annual Disclosure Certificatio... > Disclosure FI00004072 for COI ...




Back Save Exit Hide/Show Errors Print Jump To Finish

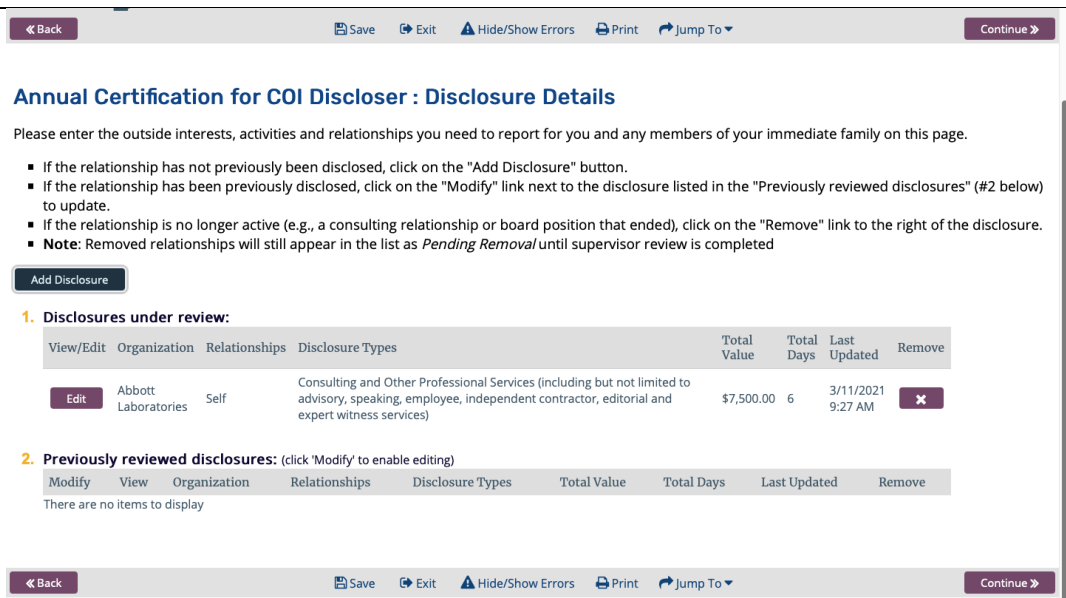
Disclosure for COI Discloser in Abbott Laboratories: Disclosure Summary

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

Back Save Exit Hide/Show Errors Print Jump To Finish

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  at the top or bottom right of the page.





Annual Certification for COI Discloser : Disclosure Details

Please enter the outside interests, activities and relationships you need to report for you and any members of your immediate family on this page.

- If the relationship has not previously been disclosed, click on the "Add Disclosure" button.
- If the relationship has been previously disclosed, click on the "Modify" link next to the disclosure listed in the "Previously reviewed disclosures" (#2 below) to update.
- If the relationship is no longer active (e.g., a consulting relationship or board position that ended), click on the "Remove" link to the right of the disclosure.
- Note:** Removed relationships will still appear in the list as *Pending Removal* until supervisor review is completed

Add Disclosure

1. Disclosures under review:

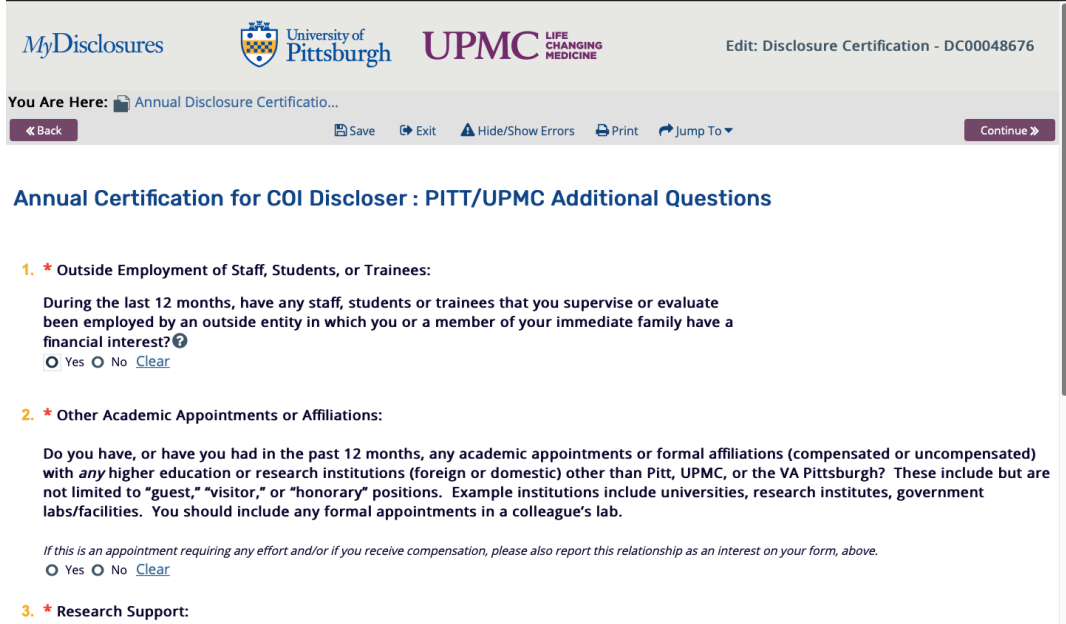
View/Edit	Organization	Relationships	Disclosure Types	Total Value	Total Days	Last Updated	Remove
	Abbott Laboratories	Self	Consulting and Other Professional Services (including but not limited to advisory, speaking, employee, independent contractor, editorial and expert witness services)	\$7,500.00	6	3/11/2021 9:27 AM	



2. Previously reviewed disclosures: (click 'Modify' to enable editing)


Modify	View	Organization	Relationships	Disclosure Types	Total Value	Total Days	Last Updated	Remove
There are no items to display								

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.




MyDisclosures  **UPMC**  Edit: Disclosure Certification - DC00048676

You Are Here:  Annual Disclosure Certificatio...

Annual Certification for COI Discloser : PITT/UPMC Additional Questions

1. * Outside Employment of Staff, Students, or Trainees:

During the last 12 months, have any staff, students or trainees that you supervise or evaluate been employed by an outside entity in which you or a member of your immediate family have a financial interest? 

☐ Yes ☐ No [Clear](#)

2. * Other Academic Appointments or Affiliations:





Do you have, or have you had in the past 12 months, any academic appointments or formal affiliations (compensated or uncompensated) with any higher education or research institutions (foreign or domestic) other than Pitt, UPMC, or the VA Pittsburgh? These include but are not limited to "guest," "visitor," or "honorary" positions. Example institutions include universities, research institutes, government labs/facilities. You should include any formal appointments in a colleague's lab.

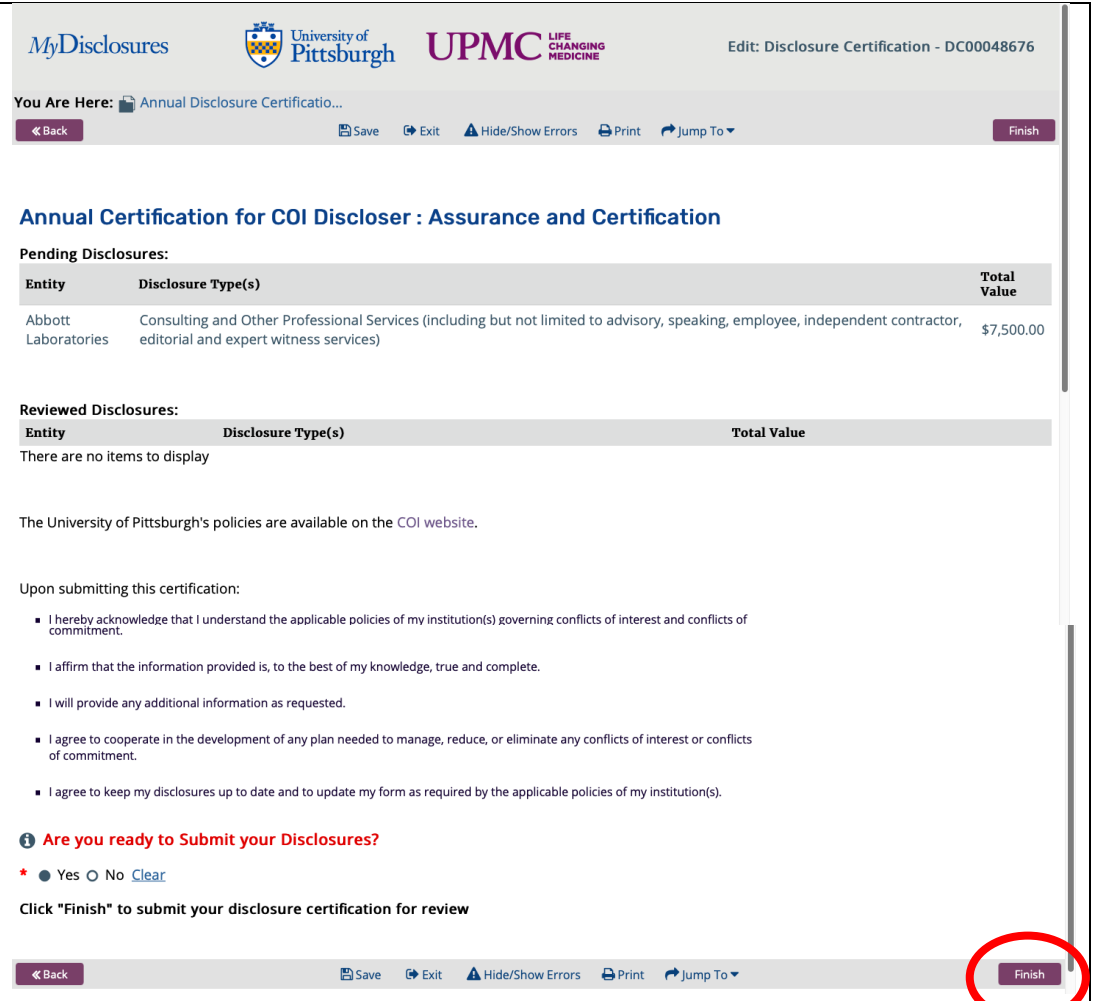
If this is an appointment requiring any effort and/or if you receive compensation, please also report this relationship as an interest on your form, above.

☐ Yes ☐ No [Clear](#)

3. * Research Support:








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 at a later time, click  and  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  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.**



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

You Are Here: Annual Disclosure Certification...

Annual Certification for COI Discloser : Assurance and Certification

Pending Disclosures:

Entity	Disclosure Type(s)	Total Value
Abbott Laboratories	Consulting and Other Professional Services (including but not limited to advisory, speaking, employee, independent contractor, editorial and expert witness services)	\$7,500.00


Reviewed Disclosures:

Entity	Disclosure Type(s)	Total Value
There are no items to display		

The University of Pittsburgh's policies are available on the COI website.








Upon submitting this certification:

- ☒ I hereby acknowledge that I understand the applicable policies of my institution(s) governing conflicts of interest and conflicts of commitment.
- ☒ I affirm that the information provided is, to the best of my knowledge, true and complete.
- ☒ I will provide any additional information as requested.
- ☒ I agree to cooperate in the development of any plan needed to manage, reduce, or eliminate any conflicts of interest or conflicts of commitment.
- ☒ I agree to keep my disclosures up to date and to update my form as required by the applicable policies of my institution(s).

 **Are you ready to Submit your Disclosures?**

* ☒ Yes ☐ No [Clear](#)

Click "Finish" to submit your disclosure certification for review

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.

MyDisclosures University of Pittsburgh UPMC LIFE CHANGING MEDICINE Hello, COI Discloser ▾

» My Inbox **Disclosures**

My Disclosures Reports Help Center

Department Review

Type: Annual Certification | ID: DC00048676 Discloser: COI Discloser | Supervisor: Pitt Supervisor

NEXT STEPS

View Disclosures

Printer Version

← Withdraw and Return to Draft

Draft → **In Review** → Under Mgmt Plan → Complete

Secondary Reviews

The secondary review(s) must be completed before the Primary Supervisor review can be finalized. Primary Supervisor can contact the secondary reviewer by using the "Notify Secondary Reviewers" activity on the left.

Person	Req'd	Accepted	Comments	Docs
There are no items to display				

Summary History

Your COI disclosure has been submitted and is currently under review.

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.

