

Navigating MyDisclosures for Administrators with Pitt Reporting Access

Instructions for Pitt Filtered Completion Report

If you are authorized to access reporting information in MyDisclosures, you will be able to access the Pitt Filtered Completion Report. This report enables you to determine:

- Whether a discloser submitted their form;
- Whether a supervisor submitted their review of a discloser’s form;
- Whether a discloser completed the PHS version of the form; and
- Whether a discloser reported any significant financial interests

Status Definitions

To determine whether (1) an individual submitted a disclosure form or (2) a supervisor submitted their review, you will check the Form Status.

Status	Description	Valid for Grant Submission?	Valid for Annual Disclosure Compliance?
Draft	Discloser has not yet submitted their form	No	No
Department Review	Pitt or dual employees who submitted their disclosure and reported at least one outside interest	Yes	No
No Interests Disclosed	Pitt or dual employees who submitted their disclosure and reported no outside interests	Yes	No
Review Complete	Pitt or dual employees who submitted their disclosure <i>and</i> whose supervisor has reviewed and approved of the disclosure	Yes	Yes
No Review Required	UPMC-only employees	No	No
Archived	Forms from prior year that were in “Draft”, “Department Review” or “No Interests Disclosed” at the time the most recent annual disclosure period began	No*	No
Archived Complete	Forms from prior year that were in “Review Complete” at the time of the most recent annual disclosure period	No*	No*

* Forms in Archived or Archived Complete states *may* be valid for certain compliance purposes during the annual disclosure period, between March 15 and April 15. If you have questions about disclosure form compliance, please contact the COI Division at coi@pitt.edu.

Login

- ⇒ Go to www.mydisclosures.pitt.edu.
- ⇒ Click on either Pitt Passport or UPMC to login. *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).

MyDisclosures



Pitt Passport



UPMC

Use Pitt Credentials if you click Pitt Passport. Use UPMC Credentials if you click UPMC. Dual Employees may click either.
For technical assistance, including help with your login contact your employer's help desk. Pitt personnel should contact the Pitt 24/7 IT Help Desk at (412) 624-HELP (4357). UPMC personnel should contact the UPMC ISD Help Desk at (412) 647-HELP (4357).

Accessing the Report

1. Click on the **Disclosures** tab at the top of the page.
2. Under the Disclosures tab, click **Reports**.
3. Click on the **Advanced Reports** tab.
4. Select the **Pitt Filtered Completion Report** from the list.

MyDisclosures

University of Pittsburgh

UPMC LIFE CHANGING MEDICINE

1

2

3

4

My Inbox Supervisor Center Disclosures

My Reports Reports Help Center

Reports

Pitt Reports UPMC Reports Advanced Reports

3

4

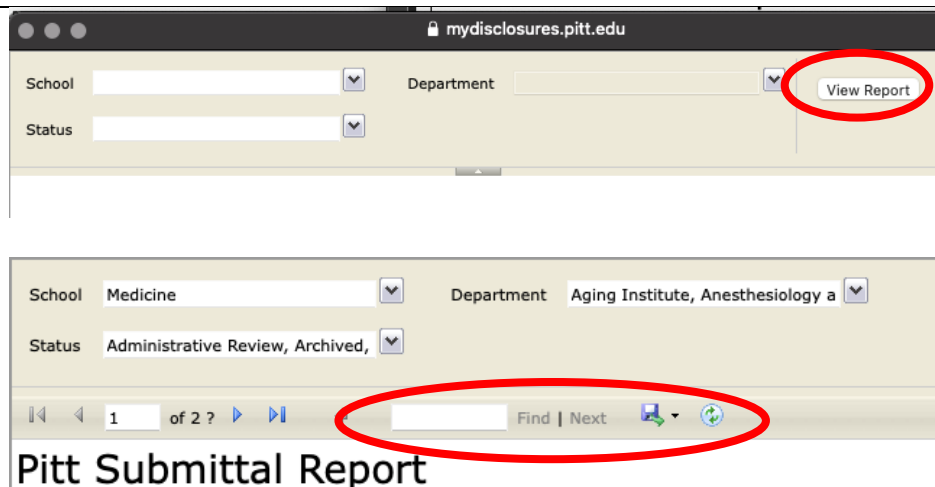
SSRS REPORTS

Submission Volume	Number of certifications currently in the system.
Days In State	Total days in state and average days in state by state type
Turnaround Times	Turnaround times (workflow throughput measurement) in days for existing Certifications.
Pitt Completion	
Pitt Filtered Completion Report	Filter by School, Department, and Status on University of Pittsburgh Disclosures

Set Filters and View Report

A new window will open where you will see three filters. From the drop-down menus, select the **School, Department** and **Form Status** you want to see. Then click **View Report**.

The report will open in a new window. You can use the search bar at the top of the page to look for a specific individual's information.



Report Contents

The report includes the following key columns:

- A. The **Discloser First** and **Discloser Last** columns include the first and last name of the discloser.
- B. The **Affiliation** column will indicate whether the discloser selected the Pitt Faculty Researcher, Pitt Administrator and/or UPMC options on their form. *Ensure the discloser has selected the correct options.*
- C. The **Submitted Date** column indicates when the discloser submitted their form. If this column is blank, the discloser has not submitted their form.
- D. The **Project State** column indicates the status of the disclosure form. *See the chart on page 1 of these instructions for status definitions.*
- E. The **Involved with PHS Research** column indicates whether the discloser indicated they receive PHS funding. *All PHS-funded disclosers should have **yes** in this column.*
- F. The **Pitt Significant** column indicates whether the discloser has reported significant financial interest (SFI) as defined [by Pitt policy RI 01](#).

The screenshot shows the 'Pitt Submittal Report' table. The columns are: Certification ID, Certification Name, Discloser First, Discloser Last, Affiliation, Department, School, Submitted Date, Project State, Involved in Research with PHS, Pitt Significant, Supervisor First Name, and Supervisor Last Name. Red boxes labeled A through F highlight the following columns: A (Discloser First), B (Discloser Last), C (Submitted Date), D (Project State), E (Involved in Research with PHS), and F (Pitt Significant).

Certification ID	Certification Name	Discloser First	Discloser Last	Affiliation	Department	School	Submitted Date	Project State	Involved in Research with PHS	Pitt Significant	Supervisor First Name	Supervisor Last Name
------------------	--------------------	-----------------	----------------	-------------	------------	--------	----------------	---------------	-------------------------------	------------------	-----------------------	----------------------