

MyDisclosures

Training for Administrators

Overview

- About MyDisclosures
- Who must disclose?
- Disclosure form review and approval
- Form status definitions & requirements for proposal submission
- Accessing completion report

About MyDisclosures

- University's electronic disclosure system
- Single form for Pitt and UPMC disclosers
- Disclosure forms are due on April 15th
- Supervisor reviews are due on June 15th

Who Must Disclose?

- Most University employees and trainees are not required to file a disclosure form
- Most mandatory disclosers are added to MyDisclosures automatically shortly after being hired
 - New hires who need to submit a disclosure form before employment starts should submit the form to Request to Add or Remove a Mandatory Discloser

Who Must Disclose?

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

I am a PITT Faculty or Researcher.

- Full-time faculty ($\geq 50\%$ 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.

- Individuals employed by UPMC to undertake activity for or on behalf of UPMC;
- Individuals in a position to make, direct or materially influence UPMC business decisions;
- Individuals who conduct or engage in research under the oversight of the UPMC Office of Sponsored Programs and Research Support; or
- Individuals who received notification from a UPMC manager or the UPMC Conflict of Interest Office to complete a disclosure form.

Supervisors

- All Pitt-affiliated disclosers must have a Primary Supervisor listed on their form
 - Faculty – Department Chair, Division Chief or faculty member in the discloser's department who completes their annual performance evaluation
 - Staff – Person who completes their annual performance evaluation
- Some disclosers will also have a Secondary Supervisor
- All supervisors must have a Pitt affiliation

Form Status Requirements

Status	Description
Draft	Discloser has not yet submitted their form
No Interests Disclosed	Discloser submitted their form and reported no interests; Awaiting supervisor review
Department Review	Discloser submitted their form and reported outside interests; Awaiting supervisor review
Review Complete	Discloser submitted their form and the supervisor submitted their review
Submitted	UPMC-Only Discloser submitted their form

Form Status Requirements

Status	Valid for Grant Submission?	Valid for COI Review?
Draft	No	No
No Interests Disclosed	Yes	No
Department Review	Yes	No
Review Complete	Yes	Yes
Submitted	No	No

Status Completion Reports

- To verify whether a discloser has submitted their form use the **Pitt Filtered Completion Report** in MyDisclosures

The screenshot displays the MyDisclosures website interface. At the top, there are logos for MyDisclosures, the University of Pittsburgh, and UPMC. Below the logos is a navigation bar with several tabs: My Disclosures, Reports, My Inbox, Supervisor Center, and Disclosures. The Reports tab is highlighted with a red circle. Below the navigation bar, there is a section titled "Reports" with a sub-menu containing Pitt Reports, UPMC Reports, COI Administrator Reports, and Advanced Reports. The Advanced Reports tab is also highlighted with a red circle. Below this, there is a table of reports under the heading "SSRS REPORTS".

SSRS REPORTS	
Submission Volume	Number of certifications currently in the system.
Annual Review Period Completion Report	Annual review period to review certification status
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.
UPMC Filtered Completion Report	Filter by Business Unit, Department, and Status on UPMC Disclosures
Pitt Filtered Completion Report	Filter by School, Department, and Status on University of Pittsburgh Disclosures

Resources

- MyDisclosures Webpage
- www.coi.pitt.edu/mydisclosures
- Step-by-Step Guides
- <https://www.coi.pitt.edu/mydisclosures/user-guidance>
- Forms
 - Request to Add or Remove Mandatory Discloser
 - Request Administrative Access to MyDisclosures

University of Pittsburgh | Conflict of Interest

Research Sites

ABOUT MYDISCLOSURES OUTSIDE ACTIVITIES REGULATIONS & POLICIES PEOPLE RESOURCES REPORT A CONCERN

Who Must Disclose?
What Do I Have to Disclose?
MyDisclosures Training
Step By Step Guides
Frequently Asked Questions About Disclosure
Supervisor Guidance
Add or Remove a Mandatory Discloser
Request Administrative Access to MyDisclosures
Login to MyDisclosures

Annual Disclosure Certifications must be completed by April 15,

Supervisor reviews of Annual Disclosure Certifications are due on June 15,

If you believe you should be a mandatory discloser, but you did not receive an email

MYDISCLOSURES

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Need Assistance?

mydisclosures_support@pitt.edu

UPMC COI Office:

conflicts@upmc.edu

