MyDisclosures

Training for Disclosers
Overview

• About MyDisclosures
• Identifying affiliations with Pitt and UPMC
• Identifying primary and secondary supervisors
• Review of disclosure requirements
• Disclosure review and approval
About MyDisclosures

• University's electronic disclosure system
• Includes disclosure and supervisor review
• Single form for Pitt and UPMC disclosers
• Disclosure forms are due by April 15th
• Supervisor reviews are due by June 15th
Affiliations with Pitt and UPMC

• Descriptions added under each affiliation
• Select each affiliation that applies to you
Identifying your Supervisors

• Primary Supervisor
  • Faculty – Department Chair, Division Chief or faculty supervisor from your primary department who completes your annual performance evaluation
  • Staff – Person who completes your annual performance review

• Secondary Supervisor
  • Another person who reviews your disclosures in addition to your Primary Supervisor (e.g.: Director of a Center or Institute)

• Primary and Secondary Supervisors must have Pitt appointments

2. Your supervisor who will approve this disclosure: 
   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.

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.
What to Disclose

• **Outside Activities, Interests and Relationships**
  • Outside the scope of your institutional responsibilities
  • Performed for entities other than Pitt, UPP, any UPMC entity or the VA of Pittsburgh Healthcare System.

• Related or perceived to be related to your institutional responsibilities

• Related to Pitt’s educational, research, service or other missions, including the services offered by Pitt; **or**

• May otherwise present a conflict of interest or conflict of commitment, or the perception of such a conflict, with your institutional responsibilities
Must Disclose

• Disclose each entity separately
• You must provide the name of each entity
• Include activities, interests and relationships you performed within the last 12 months and those reasonably expected within the next 12 months
• Include paid and unpaid activities
• All entities, whether for-profit or not
Must Disclose

- Equity or ownership interests
- Consulting and other professional services
- Management, Officer or Board of Directors positions
- Intellectual property rights and technology transfer activities, including milestone and royalty payments
  - Include payments from Pitt, UPMC, UPP or the VA
- Reimbursed or Sponsored Travel
- Other Support or Benefits
  - Gifts, entertainment, loans and favors
Must Disclose

• Outside appointments and affiliations with any institution of higher education, foreign or domestic
  • Include paid and unpaid appointments
  • Includes teaching a course at another university
  • Do not include prior appointments
Must Disclose

• Research Support
  • Support for your research activities other than payments made to you through Pitt, UPP, any UPMC entity or VA of Pittsburgh
  • Include all payments and in-kind support you receive directly from an outside entity that support your research
  • Includes support for personnel from another institution in your lab
  • Includes support for visiting scholars from another institution
Do Not Need to Disclose

• Interests, activities and relationships that are unrelated to your Pitt, UPP, UPMC or VA of Pittsburgh responsibilities

• Payments from and relationships with Pitt, UPP, UPMC or VA of Pittsburgh
  • Except for royalties or milestone payments paid to you through Pitt
  • Do not disclose grants or funding you receive through Pitt’s Office of Sponsored Programs, UPMC OSPARS or other Pitt or UPMC entities
Do Not Need to Disclose

• Activities that are part of your Pitt responsibilities
  • Academic work expected of you as part of your appointment at Pitt, unless you receive significant honoraria for such work
  • Presenting scholarly work at U.S.-based institutions of higher education, academic teaching hospitals, medical centers or research institutes

• Work for federal, state and local U.S. government agencies
  • NIH study sections, FDA advisory panels, or other U.S. government advisory groups, reviews or workshops
Disclosure Review and Approval

• University Policy RI 01 requires supervisor review of disclosure form

• Purpose:
  • Identifying potential unmanaged conflicts of interest
  • Identifying potential conflicts of commitment
Resources and Help Guides

• MyDisclosures Webpage
  • www.coi.pitt.edu/mydisclosures

• Guidance – What to Disclose
  • https://www.coi.pitt.edu/mydisclosures/what-do-i-have-disclose
  • Should I Disclose table

• Step-by-Step Guides
  • https://www.coi.pitt.edu/mydisclosures/user-guidance
Reminders

- Keep your disclosure form up-to-date throughout the year
- Update your disclosure to report new outside interests, relationships and activities within 30 days
- Update related submissions in ARO and PittPro with related interests
Need Assistance?

mydisclosures_support@pitt.edu