MyDisclosures

Training for Administrators 2022





Overview

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



About MyDisclosures

- Launched in 2020
- Completely replaces the COI SuperForm and related paper forms
- 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 (≥ 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.

Lam 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	



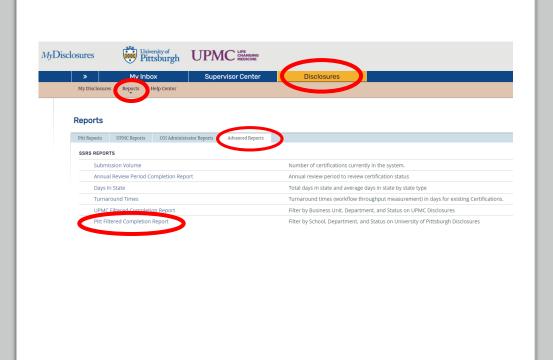
Form Status Requirements

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

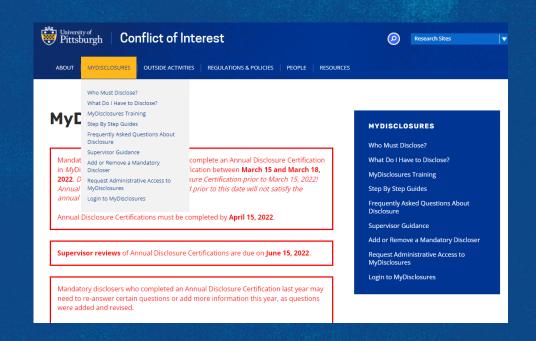
 To verify whether a discloser has submitted their form use the Pitt Filtered Completion Report in MyDisclosures





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





Need Assistance?



<u>UPMC COI Office</u>: conflicts@upmc.edu



