MyDisclosures

Training for Disclosers
2022
Overview

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

- Launched in 2020
- Completely replaces COI SuperForm and related paper forms
- 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
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

- Consulting and other professional services
- Equity or ownership interests
- 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 work 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

• 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