

# *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

## Annual Certification for Study Staff : Institutional Responsibilities

### 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.

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.

### 2. Your supervisor who will approve this disclosure: ?

Pitt DeptChair

**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.

# 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: ?

Pitt DeptChair

**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.

Update 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

- **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](http://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](mailto:mydisclosures_support@pitt.edu)



**Forge  
Ahead.**