MyDisclosures FAQs for Supervisors

1. What are my responsibilities as a supervisor regarding disclosures?

You must review disclosure forms for all personnel you oversee to determine if any of their outside interests give rise to conflicts of interest or commitment that have not yet been managed.

Additionally, you must complete your own disclosure form. For more information on completing your disclosure form, visit the COI Office website.

2. What type of supervisor review do I complete?

You are a primary supervisor for all personnel for whom you complete an annual performance review. In MyDisclosures, the primary supervisor is automatically listed on each discloser’s form. An individual’s annual disclosure requirement will not be fulfilled until the primary supervisor’s review is submitted.

A discloser may have more than one supervisor. If a discloser has another supervisor that should review their disclosure form, they should list that person as their secondary supervisor on their form. For example, if the discloser works in one of Pitt’s centers or institutes, such as the Aging Institute or Hillman Cancer Center, the discloser may need to list the director of the center as their secondary supervisor. Not all disclosers will have a secondary supervisor. For those that do, the secondary supervisor’s review must be submitted before the primary supervisor submits their review.

3. What notices will I receive from MyDisclosures?

During the annual disclosure period, primary supervisors will receive automatic email notifications:

» Weekly, if annual disclosure forms are awaiting their review;
» When a discloser they supervise submits changes to a disclosure form;
» When they are identified and reassigned as the primary supervisor for a discloser; and
» When the COI Office responds to a request for assistance

Secondary supervisors will receive an automatic email notification when:

» A primary supervisor identifies them as a secondary supervisor for a discloser; and
» A primary supervisor notifies them that a disclosure is awaiting their review

4. Do I still need to complete a Management Reporting Form?

No. MyDisclosures includes all aspects of the disclosure and supervisor review process. There are no additional forms outside of the system that you need to complete.
5. **What does it mean if a disclosure is in “Department Review”?**

It means that a Pitt or dual (Pitt-UPMC) employee has submitted their disclosure and reported at least one outside interest. These are the individuals who appear in your **Inbox** for individual review. Your review is considered to be the “departmental review” regardless if you work in a department or some other type of organizational unit.