Navigating MyDisclosures for Administrators with Pitt Reporting Access

Instructions for Pitt Filtered Completion Report

If you are authorized to access reporting information in MyDisclosures, you will be able to access the Pitt Filtered Completion Report. This report enables you to determine:

- Whether a discloser submitted their form;
- Whether a supervisor submitted their review of a discloser’s form;
- Whether a discloser completed the PHS version of the form; and
- Whether a discloser reported having any outside interests

**Status Definitions**

To determine whether (1) an individual submitted a disclosure form or (2) a supervisor submitted their review, you will check the Form Status.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
<th>Valid for Grant Submission?</th>
<th>Valid for Annual Disclosure Compliance?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft</td>
<td>Discloser has not yet submitted their form</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Department Review</td>
<td>Pitt or dual employees who submitted their disclosure and reported at least one outside interest</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>No Interests Disclosed</td>
<td>Pitt or dual employees who submitted their disclosure and reported no outside interests</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Review Complete</td>
<td>Pitt or dual employees who submitted their disclosure and whose supervisor has reviewed and approved of the disclosure</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>No Review Required</td>
<td>UPMC-only employees</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Archived</td>
<td>Forms from prior year that were in “Draft”, “Department Review” or “No Interests Disclosed” at the time the most recent annual disclosure period began</td>
<td>No*</td>
<td>No</td>
</tr>
<tr>
<td>Archived Complete</td>
<td>Forms from prior year that were in “Review Complete” at the time of the most recent annual disclosure period</td>
<td>No*</td>
<td>No*</td>
</tr>
</tbody>
</table>

* Forms in Archived or Archived Complete states may be valid for certain compliance purposes during the annual disclosure period, between March 15 and April 15. If you have questions about disclosure form compliance, please contact the COI Division at coi@pitt.edu.
**Login**

⇒ Go to [www.mydisclosures.pitt.edu](http://www.mydisclosures.pitt.edu).

⇒ Click on either Pitt Passport or UPMC to login. *Choose the institution you are employed by to log in. If you are dually employed, you may use either.*

⇒ If you have trouble with your login:

Pitt employees should contact the Pitt 24/7 IT Help Desk at (412) 642-HELP (4357).

UPMC Employees should contact the UPMC Help Desk at (412) 647-HELP (4357).

**Accessing the Report**

1. Click on the **Disclosures** tab at the top of the page.
2. Under the Disclosures tab, click **Reports**.
3. Click on the **Advanced Reports** tab.
4. Select the **Pitt Filtered Completion Report** from the list.
Set Filters and View Report

A new window will open where you will see three filters. From the drop-down menus, select the School, Department and Form Status you want to see. Then click View Report.

The report will open in a new window. You can use the search bar at the top of the page to look for a specific individual’s information.

Report Contents

The report includes the following key columns:

A. The Discloser First and Discloser Last columns include the first and last name of the discloser.
B. The Affiliation column will indicate whether the discloser selected the Pitt Faculty Researcher, Pitt Administrator and/or UPMC options on their form. Ensure the discloser has selected the correct options.
C. The Submitted Date column indicates when the discloser submitted their form. If this column is blank, the discloser has not submitted their form.
D. The Project Status column indicates the status of the disclosure form. See the chart on page 1 of these instructions for status definitions.
E. The Has Outside Activity and Family Member Outside Entity columns indicate whether the discloser has reported an outside interest. If the answer in either of these columns is yes, then the discloser has reported an outside interest.
F. The Involved with PHS Research column indicates whether the discloser indicated they receive PHS funding. All PHS-funded disclosers should have yes in this column.