Annual COI Filing Process
for University Faculty with a Dual UPMC/UPP Appointment

1. Joint Pitt/UPMC COI Form
   • Accessible through UPMC My HUB
     https://ncoi.upmc.com
   • Carefully review directions on page

2. Select the Correct Form
   New Faculty
   • Select "UPMC Pitt Joint Form" from drop-down menu
   • Select "Add Disclosure for UPMC Pitt Joint Form"

3. Select the Correct Form
   Existing/Returning Faculty
   • Select "Edit UPMC Pitt Joint Form" or "Update this Disclosure" button
   • To change type of disclosure, select "Delete Disclosure" or "Update this Disclosure" and answer prompts

4. PHS-Funded Research
   • Faculty conducting any type of research funded in part or in full by the Public Health Service (PHS) must select "Yes - Complete a University Faculty/Researcher form for PHS-funded Investigators" when prompted

5. Designated Admin/Staff
   • Faculty who must complete the Designated Administrator/Staff COI form must answer "Yes" when prompted

6. Complete COI Form
   • Review and/or provide answers to all questions
   • Once completed, select "Review and Send to University" button

7. Review COI Form
   • Review disclosures one final time
   • At the very bottom of the page, select "Send to University"

8. Send to HSConnect
   • Login with HSConnect credentials
   • For password resets, use the reset link on the page or call (412) 648-2222
   • Do not create duplicate accounts
   • Once logged in, a green box with "Import Successful" appears at the top with newly completed COI forms highlighted

9. Signature Page
   • Select ID number (blue hyperlink) next to each of the COI forms completed
   • Print hard copy of the COI form signature page and sign it in ink
   • Deliver to your department chairperson, division chief (Department of Medicine only), or equivalent supervisor by April 15

Remember to keep your COI disclosures updated year-round. It’s University policy!
Need assistance? Visit us at www.coi.pitt.edu, email coi@pitt.edu, or call (412) 383-1021.