Pitt | Conflict of Interest Office

Management Reporting Process

for Annual Faculty/Researcher COI Forms ("Regular" and PHS Funded Versions)

Department Chairpersons and Division Directors*

Ensure all personnel complete COI forms and submit a signature page by April 15**

Review all printed signature pages from employees

Complete *Management Reporting Forms* (MRFs) for each employee disclosing a financial interest, identifying any COIs and explaining how they were managed

Complete an *Annual Data Summary Report for University Faculty/Researcher COI Forms* for the department

Documents for Departments and Divisions* to Submit or Retain

Submit all signature pages **disclosing one or more** financial interest(s) to the dean or regional campus president*

Submit all signed MRFs to the dean or regional campus president*

Submit the department's *Annual Data Summary Report for University Faculty/Researcher COI Forms* to the dean or regional campus president*

Retain all signature pages that **do not report** outside financial interests in the unit for seven (7) years***

Deans and Regional Campus Presidents*

Review forms received from chairpersons and/or directors

Approve and/or modify MRFs as deemed necessary

Prepare the *Annual Data Summary Report for University Faculty/Researcher COI Forms* for the unit

Submit all *Annual Data Summary Reports*, signature pages, and all MRFs from departments to the Provost or Senior Vice Chancellor for the Health Sciences by May 15**

All required forms can be downloaded from the COI website at **pi.tt/coiforms**

* Division Director and Regional Campus Presidents only applicable to reporting process at Bradford, Greensburg, Johnstown, and Titusville regional campuses

** If the due date falls on a weekend or holiday, the due date is the immediately following work day

*** Departments at their discretion may scan and retain electronic copies of the signature pages in place of printed copies

Rev. 03/04/2019

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.