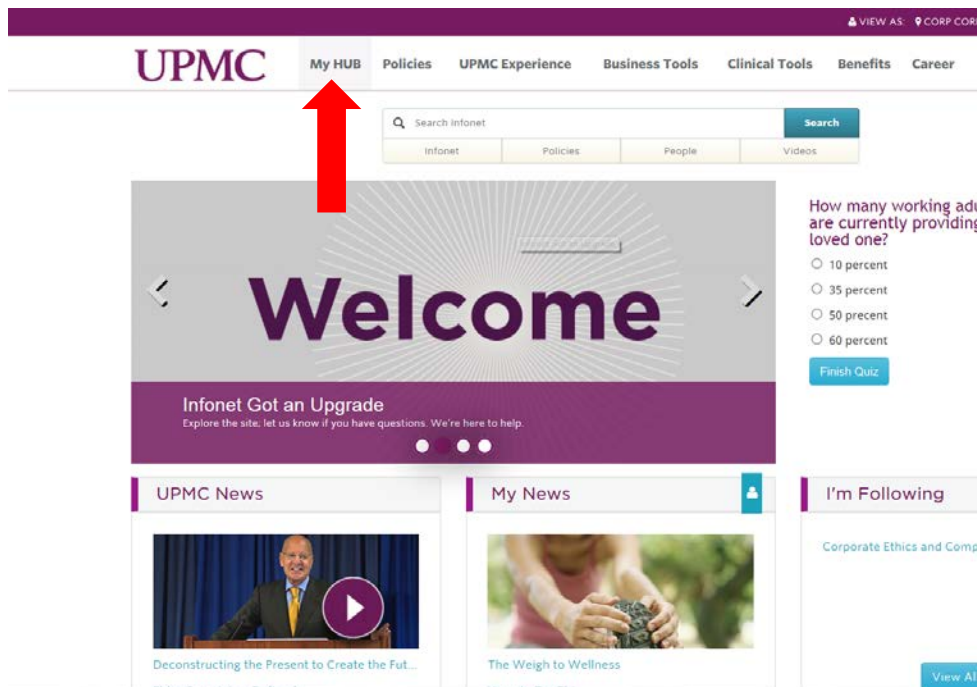


# Instructions

## How to Complete a Conflict of Interest Disclosure Form

*For first time COI Disclosure Form Completers*

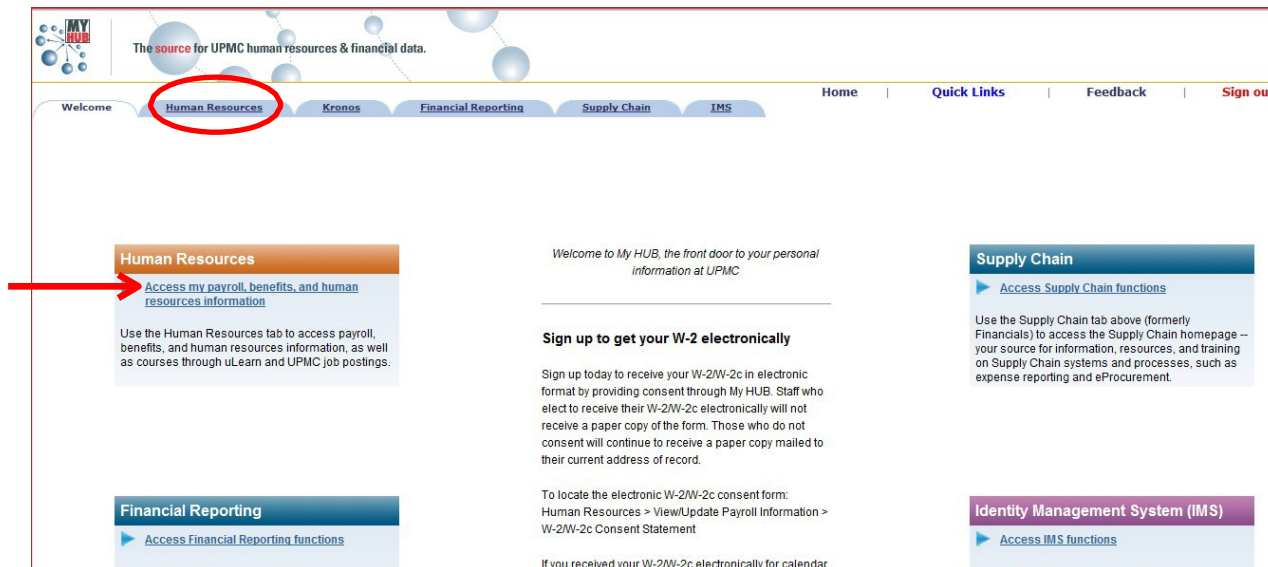
1. Log-in to MyHub via the link: <https://myhub.upmc.com>, or from Infonet:



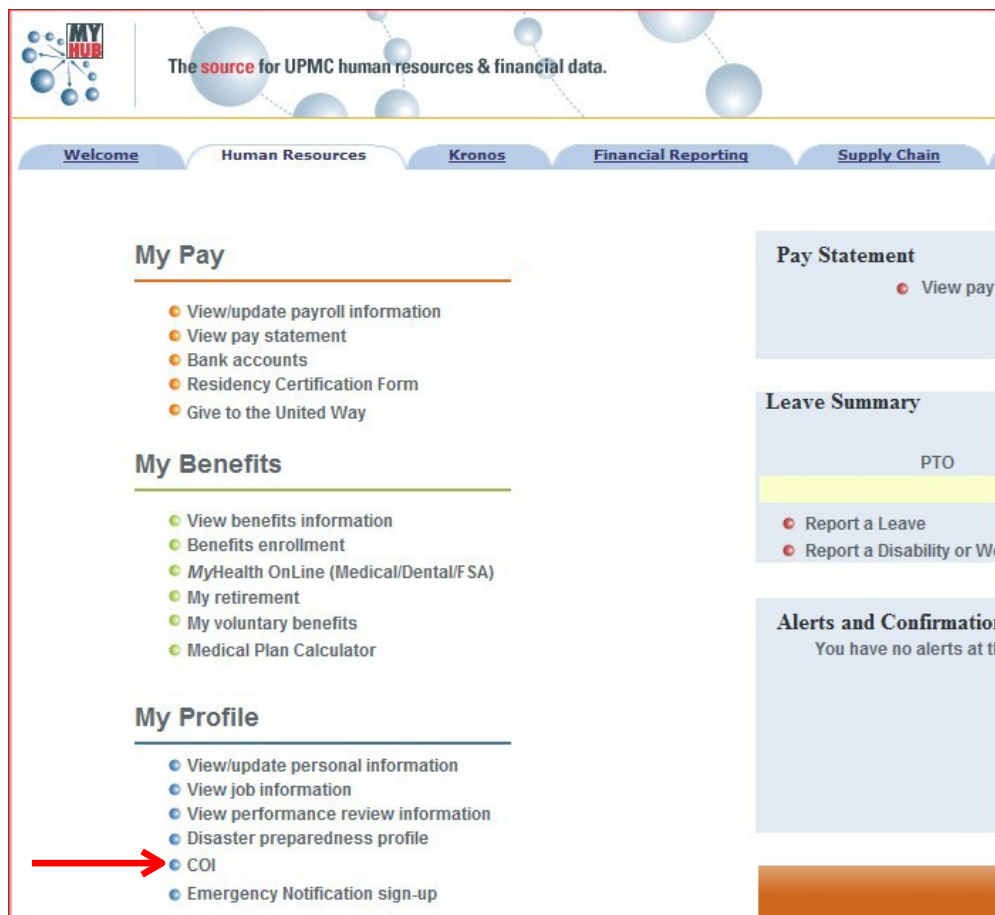
2. Enter your MyHub User ID and Password. Follow the prompts on the MyHub login page if you are a first time user, or if you are having other MyHub difficulties:



3. Select the “Human Resources” tab, or click on the “Human Resources” link in the box:



4. Click on “COI” under the “My Profile” section



4a. **If you are involved with Magee Womens Research Foundation** – click the check box before selecting your disclosure form

UPMC LIFE CHANGING MEDICINE

COI - (Test)

Logout

**UPMC Conflict of Interest Statement: Introduction Page**

Welcome to the UPMC Conflict of Interest Disclosure Program for 2017

Completion of the Conflict of Interest Disclosure form is mandatory. Failure to complete COI Disclosure form in the timeframe provided may result in disciplinary action.

**Disclosure Requirements:** Please disclose any relationships or activities with outside entities (i.e. non UPMC entities) that could create an actual or perceived conflict of interest, or in which you provided services and received **any** type of compensation or payment (cash, royalties, ownership interest, investment income such as stock/stock options, etc.) for your services. **When in doubt, full disclosure of any relationship should be made to ensure that all potential conflicts of interest have accurately been disclosed.** You are encouraged to disclose any community activity that you are involved in such as volunteering, fundraising, or serving as a Committee or Board Member for non UPMC entities. (This info can be disclosed in Question 6 of the COI form.)

**Confidentiality Statement:** The data you submit to UPMC and/or the University of Pittsburgh is confidential and will be used to evaluate potential conflicts of interest and may be shared by UPMC or the University of Pittsburgh in order to facilitate compliance with any applicable policy, regulation or law. Information may also be shared with funding agencies or disclosed on the University of Pittsburgh website, where such disclosure is called for under University policy. By completing your Conflict of Interest disclosure, you are acknowledging that you understand and agree to the terms of the Confidentiality Statement.

**Staff employed by UPMC and the University of Pittsburgh:** UPMC providers/staff with a faculty appointment or other position at the University of Pittsburgh will need to complete a "UPMC Pitt Joint Form" rather than a "UPMC Employee Only Form".

- After selecting the Joint Form, you will have to answer 2 qualifying questions, which will determine which COI Disclosure questions are loaded (Faculty/Researcher form, University Designated Administrator/Staff form, etc.). The data you enter here will be used to generate the appropriate University form(s) in the University of Pittsburgh Superform system.
- After submitting your answers, you will be directed to log into the Pitt **Superform system** using your **HSConnect username and password**. Print and sign the University COI form(s) and submit them to your department supervisor. If you do not fulfill your University disclosure requirements using the joint form here, you must separately complete the relevant University forms in the University of Pittsburgh Superform system.

<-- Check box here if you are involved with Magee Womens Research Foundation.

**SELECT THE CORRECT COI DISCLOSURE FORM:**

- 1) UPMC staff and providers who have never completed a COI form should select **UPMC Only Form** or **UPMC Pitt Joint Form** from the drop down box below and then click on "Add Disclosure for UPMC Only Form". Follow the **COI Disclosure instructions found here** ([Click here](#)) and complete your form.
- 2) If you completed a COI Disclosure form in 2016, you will need to update this disclosure for 2017. Please select one of the following messages as it appears at the bottom of your page: "Edit UPMC Only Form", "Edit UPMC Pitt Joint Form" or "Update this Disclosure" and follow the **Disclosure Update instructions found here** ([Click here](#)) and complete your form.
- 3) If you need to change the type of COI Disclosure form that you completed, select one of the following messages as it appears at the bottom of your page: "Delete Disclosure" or "Update this Disclosure" and select the correct COI form (UPMC Pitt Joint form or UPMC only form) from the drop down box. If you select the Joint form, you'll have to answer 2 qualifying questions, and then the correct form will load. Follow the **Disclosure Update instructions found here** ([Click here](#)) when you update your form.

[Update this Disclosure](#)

Review Disclosure Form Type

VotingID 1

4b. **If you are employed by UPMC only** (no appointment or employment position with University of Pittsburgh), choose the **“UPMC Only Form”** in the dropdown box, and then click the **“Add Disclosure for UPMC Only Form”** button. (SEE PICTURE BELOW)

4c. **If you are employed by UPMC and the University of Pittsburgh** - If you are employed UPMC and have an appointment or position with the University of Pittsburgh, choose the **“UPMC Pitt Joint Form”** in the dropdown box (SEE PICTURE BELOW)


**“UPMC Pitt Joint Form” users will have to answer 2 additional questions before clicking the “Add Disclosure for UPMC Pitt Joint Form” button.**

**Staff employed by UPMC and the University of Pittsburgh:** UPMC providers/staff with a faculty appointment or other position at the University of Pittsburgh will need to complete a **“UPMC Pitt Joint Form”** rather than a **“UPMC Employee Only Form”**.





- After selecting the Joint Form, you will have to answer 2 qualifying questions, which will determine which COI Disclosure questions are loaded (Faculty/Researcher form, University Designated Administrator/Staff form, etc.). The data you enter here will be used to generate the appropriate University form(s) in the University of Pittsburgh Superform system.
- After submitting your answers, you will be directed to log into the Pitt Superform system using your **HSConnect username and password**. Print and sign the University COI form(s) and submit them to your department supervisor. If you do not fulfill your University disclosure requirements using the joint form here, you must separately complete the relevant University forms in the University of Pittsburgh Superform system.

**SELECT THE CORRECT COI DISCLOSURE FORM:**

- 1) UPMC staff and providers who have never completed a COI form should select **UPMC Only Form** or **UPMC Pitt Joint Form** from the drop down box below and then click on **“Add Disclosure for UPMC Only Form”**. Follow the **COI Disclosure instructions found here** ([Click here](#)) and complete your form.
- 2) If you completed a COI Disclosure form in 2015, you will need to update this disclosure for 2016. Please select **“Update this Disclosure”** and select the correct COI form (Joint form or UPMC only form) from the drop down box. Follow the **Disclosure Update instructions found here** ([Click here](#)) when you update your form.
- 3) If you need to change the type of COI Disclosure form that you completed, select **“Update this Disclosure”** and select the correct COI form (UPMC Pitt Joint form or UPMC only form) from the drop down box. If you select the Joint form, you'll have to answer 2 qualifying questions, and then correct form will load. Follow the Disclosure Update instructions found here ([Click here](#)) when you update your form.

Select a Form:   
Please choose a form:   

VotingID

Review	Disclosure	Form Type
	6/1/2015 3:26:49 PM	Upmc Only Form
	5/28/2015 3:07:53 PM	Upmc Only Form
	4/9/2015 1:58:28 PM	Upmc Only Form
	2/18/2015 11:33:44 AM	Upmc Only Form

- Once in the appropriate disclosure form for your employment status, read and answer each question. **If you select YES, then click “Go To Question Detail”**.

You will be asked for additional details related to the question (Organization name, Nature of Relationship, Amount of Compensation, etc.).

Be sure to read the instructions on each screen to provide the additional details asked by each question.

If you select **NO**, then click “**Next**” to go to the next question.

UPMC LIFE CHANGING MEDICINE

Logout

Upmc Only Form Total Questions: 19 surveyFormId = 2 VersionID 1 VotingID = 543 QuestionID = 1

**Question 1. Relationships with UPMC Entities**

Do you or a member of your immediate family have any financial interest in a related entity in which UPMC also holds an interest?

**Definition of Immediate Family:** Spouse, dependents, individuals for whom you hold power of attorney over financial matters and all relatives living within employee's household, including domestic partner.

**Definition of Financial Interest:** Anything of monetary value, including but not limited to compensation, equity, and intellectual property, of you or an immediate family member, whether or not the value is readily ascertainable.

If yes, click "Go To Question Detail". If no, click "next".

Yes

★  No

[Go To Question Detail](#)

[Next](#)

[Return to History](#) [Review Disclosure](#)

5. *Continued:*

After you have entered all of the details (Organization, Nature of Relationship, Financial Interest Value), click “**Save Changes**”. You will see the name of the organization you entered populate in the Records list at the bottom of the screen. **If you have no further organizations or details to enter, click “Next”.**

**If you would like to enter details of another organization/relationship, proceed back to the top of the screen and follow the steps above.** Remember to click the “Save Changes” button after each organization/relationship details are entered.

**Click “Next” once all details and records are complete for the question.**

The screenshot shows the UPMC COI disclosure form interface. At the top left is the UPMC logo with the tagline "LIFE CHANGING MEDICINE". The page title is "COI - (Test)". A "Logout" link is in the top right. The main heading is "Question 1. Relationships with UPMC Entities - Your Reply - Yes". Below this is a text box with instructions: "Please type the name of the organization in the search box below, and choose it from the dropdown list. If the organization does not appear, type the full name of the organization as it should appear, and move on to the next field." The form fields include: "Organization" (text input with "Duquesne University" selected), "Nature of Relationship Type" (dropdown menu with "Lecturer" selected), and "Financial Interest Value" (text input with "\$500.00" entered). Below the form is a message: "After completing the record, click 'Save Changes'. You may continue to enter as many records as necessary; click 'Save Changes' after each record. When all records are entered, click 'Back' to review the question text, or click 'Next' to go to the next question." There are three buttons: "Back", "Save Changes", and "Next". Red arrows point to the "Save Changes" and "Next" buttons. Below the buttons, it says "2 Records Found." and a table displays the records:

Edit ▲	Record Information
	DUQUESNE UNIVERSITY
	PFIZER PHARMACEUTICALS

At the bottom of the page, there is a "Contact Us" link, a footer with "Enterprise Business Applications - COI v1.0.000", "© 2014 UPMC", and "Internet Explorer v.9.0".

5. Continued:

From each question page, you can view your status of each question:

The screenshot shows the UPMC COI disclosure form interface. At the top, it displays the UPMC logo, the text "LIFE CHANGING MEDICINE", and "COI - (Test)". Below the header, there is a navigation bar with "Return to History" and "Review Disclosure" buttons. The main content area shows "Question 1. Relationships with UPMC Entities" with a definition of immediate family and financial interest. Below this, there are radio buttons for "Yes" (selected) and "No". A "Next" button is visible. At the bottom, a table lists 19 questions with their completion status. A red circle highlights the "Status" column, and a red bracket highlights the "View" column.

View	Question	Status
<u>1</u>	Question 1. Relationships with UPMC Entities	Answered Yes - Details not complete
<u>2</u>	Question 2. Real Estate Transactions	Answered No
<u>3</u>	Question 3. Remuneration from non-publicly traded & nonprofit entities outside of UPMC and the University of Pittsburgh	Not answered
<u>4</u>	Question 4. Ownership Interests and Remunerative Activities - Publicly-traded entities	Answered Yes
<u>5</u>	Question 5. Ownership Interests - Non-publicly traded entities	Answered No
<u>6</u>	Question 6. Offices and Positions	Answered No
<u>7</u>	Question 7. Industry Sponsored Research	Not answered
<u>8</u>	Question 8. Remunerative Activities with person(s) or entity seeking/doing business with UPMC	Answered No
<u>9</u>	Question 9. Patient Referrals	Answered No
<u>10</u>	Question 10. Outside Employment of Students or Staff	Not answered
<u>11</u>	Question 11. Hiring Influence	Answered No
<u>12</u>	Question 12. Public Positions	Answered No
<u>13</u>	Question 13. Technology Transfer Activities	Not answered
<u>14</u>	Question 14. Use of Confidential Information	Answered No
<u>15</u>	Question 15. Relative- employee	Not answered
<u>16</u>	Question 16. Other Transactions or Facts	Answered No
<u>17</u>	Question 17. Clinical patient encounter activity administered at a non-UPMC facility could impact your eligibility for the EHR Incentive Program and therefore needs to be disclosed and evaluated:	Not answered
<u>18</u>	Question 18. Fraternalization	Answered No
<u>19</u>	Question 19. Non-PHS Federally Sponsored Research	Not answered

To quickly navigate from one question to another without using the “Next” and “Prev” buttons, click on the **underlined question number** (1, 2, 3, etc.) under the “View” column.

6. Once each answer is complete, (no red text under the “status” section), click **“Review and Submit”**.

UPMC LIFE CHANGING MEDICINE

COI - (Test) [Redacted] Logout

Upmc Only Form Total Questions 19 surveyFormId = 2 VersionID 1 VotingID = 403 QuestionID = 81

**Question 19. Non-PHS Federally Sponsored Research**

During the past 12 months, did you conduct research sponsored by a federal agency that is **not part of the Public Health Service** that might reasonably appear to be affected by your financial relationship with any of the organizations you included in your answers to questions 3, 4, 5, and/or 13 ?

Only entities included in questions 3, 4, 5, and/or 13 will appear in the organization list on the question details page.

Do NOT include the following in your response:

- Non-publicly traded entities disclosed under **question 3** from which your remuneration **does not exceed \$10,000** in a 12-month period (and in which you have no equity interest).
- Publicly-traded entities disclosed under **question 4** in which the value of your financial interest (aggregated equity and remuneration) **does not exceed \$10,000** and in which your **equity stake does not exceed 5%**.

If yes, click "Go To Question Detail".

Yes  
 No

[Go To Question Detail](#) [Prev](#)

[Return to History](#) [Review and Submit](#) ←

19 Records Found.

View	Question	Status
1	Question 1. Relationships with UPMC Entities	Answered Yes
2	Question 2. Real Estate Transactions	Answered No
3	Question 3. Remuneration from non-publicly traded & nonprofit entities outside of UPMC and the University of Pittsburgh	Answered No
4	Question 4 Ownership Interests and Remunerative Activities – Publicly-traded entities	Answered No
5	Question 5. Ownership Interests – Non-publicly traded entities	Answered No
6	Question 6. Offices and Positions	Answered No
7	Question 7. Industry Sponsored Research	Answered No

7. Review your form for accuracy, errors, or omissions. To add information, or to fix any errors, click **“Return”**.

UPMC LIFE CHANGING MEDICINE

COI - (Test) [Redacted] Logout

[Return](#) Please scroll to the bottom to review and finalize the disclosure

votingid 407

Receipt Date: Jan 23, 2014

**Question 1. Relationships with UPMC Entities**  
Do you or a member of your immediate family have any financial interest in a related entity in which UPMC also holds an interest?

Definition of Immediate Family: Spouse, dependents, individuals for whom you hold power of attorney over financial matters and all relatives living within employee's household, including domestic partner.

Definition of Financial Interest: Anything of monetary value, including but not limited to compensation, equity, and intellectual property, of you or an immediate family member, whether or not the value is readily ascertainable.

Your Answer: Yes

Organization  
DUQUESNE UNIVERSITY  
RelationshipType  
Lecturer  
Financial Interest Value  
\$500.00

Organization  
PFIZER PHARMACEUTICALS  
RelationshipType  
Financial Interest - Investment  
Financial Interest Value  
\$10,000.00

**Question 2. Real Estate Transactions**  
Do you or any member of your immediate family have a financial interest in any improved or unimproved real estate or other property that is being leased to/by or held for sale to/by UPMC or any UPMC entity?

Definition of Immediate Family: Spouse, dependents, individuals for whom you hold power of attorney over financial matters and all relatives living within employee's household, including domestic partner.

Definition of Financial Interest: Anything of monetary value, including but not limited to compensation, equity, and intellectual property, of you or an immediate family member, whether or not the value is readily ascertainable.

Your Answer: No

**Question 3. Remuneration from non-publicly traded & nonprofit entities outside of UPMC and the University of Pittsburgh**  
During any 12 month window within the past 12 months through the coming 12 months did you, or in the aggregate with members of your immediate family, receive, or do you expect to receive, remuneration from any one non-publicly traded or nonprofit entity outside UPMC?

Definition of Immediate Family: Spouse, dependents, individuals for whom you hold power of attorney over financial matters and all relatives living within employee's



**8. If the questions are all completed correctly, and there are no omissions or errors, scroll to the bottom of the page and review the attestation statement. If you agree, click “Finalize Disclosure”.**

Question 18. Fraternalization

It is UPMC's desire to address personal relations that create an actual conflict of interest, cause disruption, create a negative or unprofessional work environment, present problems regarding supervision, work performance, attitude, safety, security, morale, or cause other work related problems.

Are you involved in an intimate personal relationship that is required to be reported per UPMC policy (refer to [UPMC Policy HS-HR0752 Nepotism and Fraternalization](#))?

Your Answer: No

Question 19. Non-PHS Federally Sponsored Research

During the past 12 months, did you conduct research sponsored by a federal agency that is not part of the Public Health Service that might reasonably appear to be affected by your financial relationship with any of the organizations you included in your answers to questions 3, 4, 5, and/or 13 ?

Only entities included in questions 3, 4, 5, and/or 13 will appear in the organization list on the question details page.

Do NOT include the following in your response:

- Non-publicly traded entities disclosed under question 3 from which your remuneration *does not exceed* \$10,000 in a 12-month period (and in which you have no equity interest).
- Publicly-traded entities disclosed under question 4 in which the value of your financial interest (aggregated equity and remuneration) *does not exceed* \$10,000 and in which your equity stake does not exceed 5%.

Your Answer: No

---

**ATTESTATION STATEMENT**

I have received an electronic copy of the UPMC Conflict of Interest-General Obligations policy and the Policy on Conflicts of Interest and Interactions between Representatives of Certain Industries and Faculty, Staff and Students of the Schools of the Health Sciences and Personnel Employed by UPMC at All Domestic Locations (the "Industry Relations Policy"). I have read and understand the policies and I agree to comply with them. I understand that UPMC is a charitable organization and in order to maintain federal tax exemption must engage primarily in activities directed to one or more of its tax-exempt purposes and cannot engage in activities which benefit private individuals/entities more than incidentally.

[Click here to view Conflicts of Interest policies](#)

I agree with the above statements and my responses in this disclosure form are, to the best of my knowledge, accurate and complete. I hereby agree to disclose any new activity involving a potential conflict or appearance of same by updating this Conflict of Interest Disclosure Form throughout the current calendar year.

[Return](#)      [Finalize Disclosure](#) ←

[Contact Us](#)

Enterprise Business Applications - COI v1.0.000 © 2014 UPMC Internet Explorer v.9.0

**After the disclosure is completed and finalized, you should see the electronic signature:**

The screenshot displays a web form with two questions. Question 18, titled 'Fraternization', asks if the user is involved in an intimate personal relationship. The user's answer is 'No'. Question 19, titled 'Non-PHS Federally Sponsored Research', asks if the user conducted research sponsored by a federal agency. The user's answer is also 'No'. Below the answers, there is an electronic signature: 'Electronically signed by LISA RAUSCH on 1/23/2014 9:52:39 AM'. This signature line is circled in red. Below the signature is a blue 'Return' button, also indicated by a red arrow. At the bottom right, there is a 'Contact Us' button. The footer contains the text 'Enterprise Business Applications - COI v1.0.000', '© 2014 UPMC', and 'Internet Explorer v.9.0'.

9. Click “Return” to go back to the main page.

10. If you have questions, please click the “Contact Us” button located at the bottom right corner of every screen, or email [conflicts@upmc.edu](mailto:conflicts@upmc.edu).