Navigating MyDisclosures

Instructions for Completing Annual Disclosure

MyDisclosures is an electronic conflict disclosure system that is designed to simplify and modernize conflict disclosure for Pitt and UPMC personnel, including disclosure of conflicts of commitment and financial conflicts of interest (COI). It conforms with Pitt’s Conflict of Interest Policy for Research, federal funding requirements, UPMC policies (for UPMC disclosers), and other relevant Pitt policies. This document will provide you with the basic tools to update your annual conflict disclosure form.

Need Assistance?

For help guides, FAQs and information about disclosure, please visit the COI Website. If you need further assistance, please contact MyDisclosures@pitt.edu.

MyDisclosures Navigation Key

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Help icon" /></td>
<td>Displays a pop-up window with help text</td>
</tr>
<tr>
<td><img src="image" alt="Save or Continue icon" /></td>
<td>Saves information</td>
</tr>
<tr>
<td><img src="image" alt="Exit icon" /></td>
<td>Leave the page and return to main workspace</td>
</tr>
<tr>
<td><img src="image" alt="Required Field" /></td>
<td>Required Field</td>
</tr>
<tr>
<td><img src="image" alt="Jump To icon" /></td>
<td>Click the down arrow to view a specific page</td>
</tr>
<tr>
<td><img src="image" alt="Hide/Show Errors icon" /></td>
<td>Identify missing required information. Incomplete pages will be listed at the bottom of the page.</td>
</tr>
</tbody>
</table>
**Login**

⇒ Click the link in the email you received or go to [www.mydisclosures.pitt.edu](http://www.mydisclosures.pitt.edu).

⇒ Click on either Pitt Passport or UPMC to access the form. *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).

**Annual Disclosure**

Your annual disclosure will be displayed in your Inbox. Click on the disclosure to open and review your form.
Accessing your Form

When you click on your form you will be taken to a summary page. All information you previously entered on your form will be pre-populated for you. A summary of your current entries is displayed here.

Status of Prior Entries

The summary page includes a status of each disclosure on your form.

- “Review Complete” means the interest was reported by the discloser and reviewed and approved by the supervisor
- “Under Modification” means the interest was reported by the discloser and is awaiting review by the supervisor; the entry will remain in this status until the supervisor approves the disclosure, at which time it will change to “Review Complete”
- “Pending Removal” means the interest was previously reported by the discloser and approved by the supervisor, but the discloser has removed the interest from the form; the entry will remain on the form and in this status until the supervisor approves the disclosure, at which time it will be removed from the form

Action items are listed in the menu on the left. To get started click Edit Disclosures.

You **must** review each page of your disclosure form. You **will not be able to submit your form until you have done so.** New questions have been added to the disclosure form. If you click the “Submit Disclosures” option without reviewing your form and completing the new questions, you will see an error message.
Institutional Responsibilities

Your answers on this page determine what questions will appear on your form and will identify the supervisor(s) who will review your disclosures.

Primary Supervisor

Your Primary Supervisor is already listed on your form. **Verify that the person listed as your Primary Supervisor** is the person who completes your annual performance review. If the incorrect person is listed, click on **Update Primary Supervisor**. If you are unsure about who should be listed as your Primary Supervisor, contact your department chair or administrator for direction.

Secondary Supervisor

Not all disclosers have a Secondary Supervisor.

If, in addition to your Primary Supervisor, another person needs to review your disclosure, list them as your Secondary Supervisor. For example, if you belong to one of Pitt’s centers or institutes (e.g.: McGowan Institute, Hillman Cancer Center), the director of the center may want to be listed as your Secondary Supervisor to review your disclosures.
**Update Supervisor Information**

To update your Primary Supervisor, click “Update Primary Supervisor”. To update your Secondary Supervisor, click on the provided text box.

In the new window, identify your supervisor by typing their name into the search bar. Select your supervisor by clicking the button next to their name. After making your selection, click OK to save your supervisor information.
Disclosing Outside Interests, Relationships and Activities

What to Disclose

Please review this section of your form carefully.

Report all outside activities, interests and relationships regardless of dollar value that:

- Might be reasonably perceived to be related to your institutional responsibilities;
- Relate to the University’s educational, research, service or other missions, including services offered by the University; or
- May otherwise create a conflict of interest or commitment, or the perception of such a conflict, with your duties to the University.

If you have additional questions about whether to disclose a particular interest, relationship or activity, visit the COI website for help guides and more information.

Answer both questions at the bottom of the page to indicate whether you have anything to report. Click at the top or bottom of the page to proceed. If you have no interests to report, you will be taken directly to the Additional Questions section of the form.

If you are removing outside interests from your form, you must select “Yes” and click continue. You will be taken to the Disclosure Details page where you will remove the entry (see instructions below).
Editing or Removing an Outside Interest, Relationship or Activity

Any interests you entered on your form previously will be displayed under the “Previously reviewed disclosures” section of the Disclosure Details page.

Verify that the information you previously reported is up to date, including time you spent and amount you earned.

To edit an existing entry, click the icon.

To remove an existing entry from your form, click the icon. Note that if you remove an entry, it will still appear on your form with a Pending Removal status until your supervisor approves your disclosure.

If you removed all outside interests from your form, click the Back button to return to the What to Disclose page. Change your responses on the page to “No” and proceed to the Additional Questions section of the form.
Adding a New Outside Interest, Relationship or Activity to your Form

To add a new interest to your form click **Add Disclosure**. You should have a separate entry for each outside entity with which you have a relationship.

**Name of Entity**

Input the Name of the Outside Entity into the search bar. Select the desired company from the drop-down list and click “OK.”

*Only if* the name of the entity *does not appear* in the drop-down list when you search, type the entity name into the box and create a **New Entity** in the system. If you enter a **New Entity** you will be prompted to add additional information about the entity on the next page.
General Information

⇒ Answer all questions on this page

⇒ When indicating the type of relationship you have with the outside entity at question 7, check all types of interests that you have with the entity

⇒ If you are unsure of what type of relationships you have, please visit the COI website for more information

⇒ Click Continue to advance to the next page.
Questions about Relationship Types

⇒ You will be asked questions about each type of relationship you have with the entity. You will see a separate page for each type of relationship you have.

⇒ The specific questions you see depend on what types of relationships you have and how you responded to questions on the Institutional Responsibilities page of your form.

⇒ If you indicate that you have consulting or other professional services or management, officer of board of directors positions you will be asked to report the approximate time in number of days per year you spent on the activity.

Individual Disclosure Summary

⇒ After entering details about each type of relationship you have, you will be shown a Disclosure Summary that summarizes all relationships you disclosed with that entity.

⇒ If you need to correct any information, click the button at the top or bottom left of the page.

⇒ If your information for the entity is correct, click the Finish at the top or bottom right of the page to finalize your entry.
**Finalizing Disclosure Details**

⇒ After you finalize an entry, you will be routed back to the Disclosure Details page where you can see all disclosures you have entered and add additional entities as needed.

⇒ To add another entity click **Add Disclosure** at the top of the page.

⇒ To edit an existing entry, click the 🛠 icon.

⇒ To remove an existing entry from your form, click the ✗ icon. Note that if you remove an entry, it will still appear on your form with a Pending Removal status until your supervisor approves your disclosure.

⇒ When you have added all entities and interests you need to report, click **Continue** at the top or bottom right of the page.

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### Annual Certification for COI Discloser: Disclosure Details

Please enter the outside interests, activities and relationships you need to report for you and any members of your immediate family on this page.

- If the relationship has not previously been disclosed, click on the "Add Disclosure" button.
- If the relationship has been previously disclosed, click on the "Modify" link next to the disclosure listed in the "Previously reviewed disclosures" (#2 below) to update.
- If the relationship is no longer active (e.g., a consulting relationship or board position that ended), click on the "Remove" link to the right of the disclosure.
- **Note:** Removed relationships will still appear in the list as Pending Removal until supervisor review is completed.

#### 1. Disclosures under review:

<table>
<thead>
<tr>
<th>View/Edit</th>
<th>Organization</th>
<th>Relationships</th>
<th>Disclosure Types</th>
<th>Total Value</th>
<th>Total Days</th>
<th>Last Updated</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbott Laboratories</td>
<td>Self</td>
<td>Consulting and Other Professional Services (including but not limited to advisory, speaking, employee, independent contractor, editorial and expert witness services)</td>
<td>$7,500.00</td>
<td>6</td>
<td>3/11/2021 9:27 AM</td>
<td>✗</td>
<td></td>
</tr>
</tbody>
</table>

#### 2. Previously reviewed disclosures: (click Modify to enable editing)

<table>
<thead>
<tr>
<th>Modify</th>
<th>View</th>
<th>Organization</th>
<th>Relationships</th>
<th>Disclosure Types</th>
<th>Total Value</th>
<th>Total Days</th>
<th>Last Updated</th>
<th>Remove</th>
</tr>
</thead>
</table>

There are no items to display.
### Additional Questions

After entering all entities with which you have relationships or after you indicate on the **What to Disclose** page that you have nothing to report, you will be prompted to answer additional questions based on your **Institutional Responsibilities**. You must answer all questions that appear on your form.

**Note that all users will have two new additional questions to complete in 2021.**
Submitting Your Form

⇒ Review the summary of interests on your form and the Assurance and Certification statement.

⇒ If you need to make changes to your form, click the button on the top or bottom right of the page to return to and edit your form.

⇒ To save and return to your disclosure at a later time, click at the top or bottom of the page.

⇒ When you are satisfied that you have accurately reported all required information and are ready to submit your form, check Yes at the bottom of the page, then click at the top or bottom right of the page.

⇒ When you click Finish, your form will be submitted and will automatically send it to your designated supervisor(s) for their review and approval.
After you Submit your Form

If you disclose any outside interests on your form, it will appear with a status of Department Review. If you do not disclose any interests, it will appear with a status of No Interests Disclosed. After sending your form to your supervisor for review, it will be removed from your Inbox. If you want to view your form after you submit it, click on the Disclosures tab at the top of the page.

When you submit your form, it is automatically sent to your supervisor(s) for review.

Making Changes Before Supervisor Review

If you need to revise your form before your supervisor reviews it, go to the Disclosures tab and click on your annual disclosure. Then click Withdraw and Return to Draft on the left side of the page. To retract your form from your supervisor’s review queue and make edits, click OK.

Once you click OK your form will be withdrawn and returned to Draft state. Edit your information as needed and re-submit your form.
**After Supervisor Review**

You will receive an email notification informing you of your supervisor(s)’ disposition of your form. Your supervisor(s)’ disposition will be:
- Approve
- Approve with Comment
- Disapprove

The email will provide you with instructions on how to view and respond to any comments from your supervisor(s).

When your supervisor(s) have approved your form, its status will change to **Review Complete**. Your annual disclosure obligation is satisfied once your form has its status.

**How do I View a Copy of my Annual Disclosure Form?**

You can view your disclosures at any time by logging in to [www.mydisclosures.pitt.edu](http://www.mydisclosures.pitt.edu) and clicking the Disclosures tab at the top of the page. Click on the form you want to view to see your disclosures.