Navigating MyDisclosures for Administrators with Pitt Reporting Access

Instructions for Viewing Pitt Filtered Submittal Report

Pitt Filtered Submittal Report

If you have been authorized to access basic reporting information in MyDisclosures, you will be able to access the Pitt Filtered Submittal 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 received PHS funding; and
» Whether a discloser reported any outside interests

Status Definitions

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

<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>
</tbody>
</table>
### Accessing the Pitt Filtered Submittal Report in MyDisclosures

#### Login
- Go to [www.mydisclosures.pitt.edu](http://www.mydisclosures.pitt.edu)
- Click on either [Pitt Passport](#) to access the form.
- If you have trouble with your login contact the Pitt IT Technology Help Desk 24/7 at [412-642-HELP (4357)](tel:412-642-HELP).

#### Instructions
1. Click on the **Disclosures** (1) tab at the top of the page.
2. Then click on the **Reports** (2) tab underneath.
3. Select **Advanced Reports** from the menu on the left (3).
4. You will see a list of reports under the header **SSRS Reports**. Click the **Pitt Filtered Submittal Report** (4).
The report will open in a new window. First, you will see three filters. From the drop-down menus, select the **School**, **Department** and **Form Status** you want to view. 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.
The report will include the following key data points in its columns:

A. The “Discloser First” and “Discloser Last” columns will 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 on their form.

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 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.

Questions about MyDisclosures?
Contact the MyDisclosures team at mydisclosures@pitt.edu

Questions about COI?
Contact the COI Office at coi@pitt.edu