LOGGING INTO DISCLOSURE

• Visit diSClose.usc.edu
• Sign into the system through Shibboleth using your USC Net ID and password

First time signing in? The system will begin by collecting information about your role at USC. Your selections will determine the questions the system asks you about your disclosure.

1. Are you a healthcare professional?
   Note: Healthcare professionals are university faculty members (including part-time and visiting faculty), students, staff, and other employees (including residents and fellows), who interact with Industry and who have influence directly or indirectly over the prescribing, dispensing or purchasing of Industry products or services.
   ○ Yes  ○ No  Filter

2. Do you perform research at USC/CHLA?
   ○ Yes  ○ No  Filter

3. Are you engaged in or do you plan to apply for Department of Health and Human Services (e.g., NIH, CDC, HRSA) or Department of Energy (DoE) funded research? NOTE: Both agencies require annual disclosures of all investigators.
   ○ Yes  ○ No  Filter

Make a mistake or need to update your role? See page 8.
1. To disclose or edit an outside financial activity or possible conflict of interest or conflict of commitment, select “New/Update Disclosure”
   • Proceed to page 4 for additional instruction

1. To disclose a personal relationship or a matter concerning a close relation, select “disclose personal conflict”
   • Proceed to page 7 for additional instruction
3. Review the Instructions and Policy Page as needed. Progress the disclosure by selecting “Continue” in the bottom right corner.

4. On the Entity Disclosure Information page, select “yes” to disclose your outside financial activity or outside activity.
   • Only select “no” if you have nothing to disclose and are completing the disclosure to fulfill an annual disclosure requirement

5. Select “Add” to add an entity.

6. Search for the entity you have a relationship with. If the entity does not exist in the system, enter the details as prompted.
MAKING A DISCLOSURE:
FINANCIAL ACTIVITIES AND CONFLICTS OF COMMITMENT

7. Select “self” unless you are completing the form on behalf of someone else or are disclosing a financial relationship held by your spouse or dependent child.

8. Make selections from the disclosure types, depending on your outside activity or financial activity you’d like to disclose in connection to the entity. You may make more than one selection.

7. Complete the subsequent questions as it relates to the entity or outside activity.

7. Select “Ok” to complete your disclosure for this entity. If you have another financial activity or outside activity to disclose, select “OK and Add Another”
9. Once you have added all the entities you would like to disclose in connection with an outside or financial activity, select “continue”.

10. Submit your disclosure and attest to the accuracy of the disclosure when prompted.

11. Once your disclosure is reviewed, you will receive an email from the system indicating that it is either approved or that more information is needed.

*Proceed to page 7 if you need to disclose a personal relationship or a matter concerning a close relation*
MAKING A DISCLOSURE:
PERSONAL RELATIONSHIPS AND CLOSE RELATIONS

1. Enter the name of the individual with whom you have a close or personal relationship

2. Identify how you are related or connected to the individual

3. If you have a supervisory, evaluative, or advisory role over the individual; or you are a leader in a department in which your close or personal relation is also employed, select “yes”

4. Attached any relevant documentation and select “OK”

5. On the next page, select “submit disclosure” from the left menu

6. Once your disclosure is reviewed, you will receive an email from the system indicating that it is either approved or that more information is needed
UPDATING DEMOGRAPHIC INFORMATION

If your role at the university has changed, you may need to update your demographic information to make the correct disclosure; for example, if you are taking on a research or healthcare role for the first time. Follow these instructions to update your demographics.

1. Select your name from the top right corner of the diSClose system
2. Select “my profile”
3. Select “update demographics” on the left side of your screen
4. Update your selections and click “Ok”
DEFINITIONS

**Close Relation** - Family members (spouses, domestic partners, siblings, parents and children, grandparents, grandchildren, and any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship) and other persons with a Personal Relationship with a USC Employee.

**Conflict of Commitment** - Arises when a USC Employee undertakes a role (paid or unpaid) outside of USC that interferes, appears to interfere, or has the potential to interfere with the USC Employee’s ability to perform core job responsibilities and commitments to USC.

**Financial Activity** - Activities in which a USC Employee receives salary, royalty, intellectual property rights, consulting fees, ownership interest (e.g., stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial benefits are usually associated with roles such as employment, management positions, independent contractor engagements (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received or expected.

**Personal Relationship** - Includes relationships of a romantic or intimate nature as well as other relationships that may give the appearance of a Conflict of Interest.