
DISCLOSE INSTRUCTIONS

JUNE 26, 2023



LOGGING INTO DISCLOSE

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



diSClose is a system provided by USC and CHLA for use by employees who are disclosing a possible conflict of interest or relationship with industry.

Researchers who are proposing or have received support from the United States Department of Health and Human Services (including NIH, CDC, HRSA, and AHRQ) must also make an annual disclosure of all financial interests related to their institutional responsibilities to USC, regardless of whether any of these interests give rise to a conflict of interest related to their research. The annual disclosure must be completed using the diSClose system before a proposal can be submitted to HHS, and any identified conflicts must be managed before an account can be established.

Please login to diSClose with either your USC NetID or CHLA Okta below. If you do not currently have an account, one will be automatically created upon login.

Login with USC NetID

Login with CHLA Okta

- diSClose Help Desk for USC NetID/Password assistance: (213) 740-5555

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 [Clear](#)

2. Do you perform research at USC/CHLA?

Yes No [Clear](#)

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 [Clear](#)

Make a mistake or need to update your role? [See page 8.](#)

MAKING OR EDITING A DISCLOSURE

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**

Action Required

Disclosure last completed:
5/2/2023

New/Update Disclosure

My Activities

→ Submit Disclosure

Disclosure Profile for Ben Bell

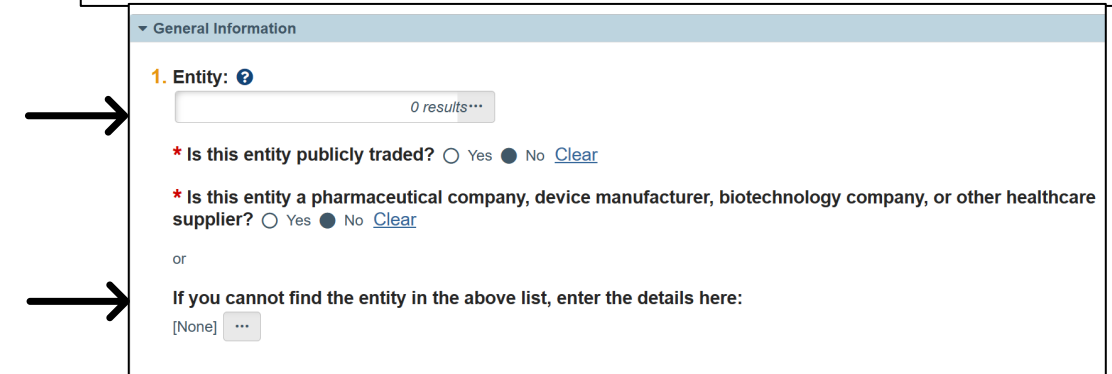
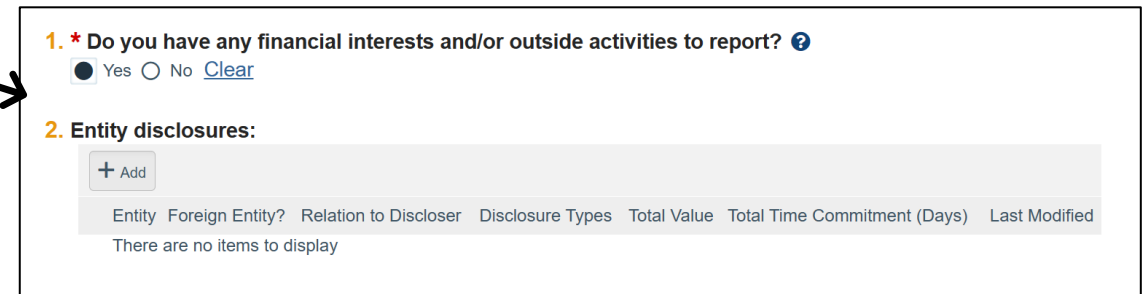
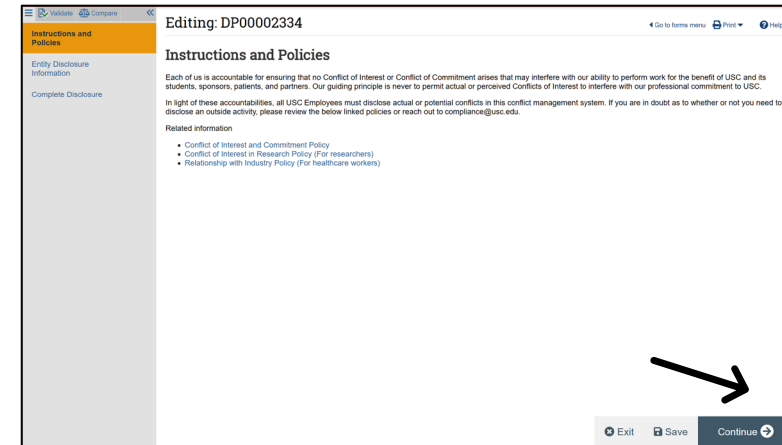
Instruction Center	
Action Required	Reason
Review disclosure information in the disclosure. When all disclosure information is current and accurate, click on the Submit Disclosure button.	Discloser manually updated the disclosure

New/Update Disclosure

MAKING A DISCLOSURE:

FINANCIAL ACTIVITIES AND CONFLICTS OF COMMITMENT

- Review the Instructions and Policy Page as needed. Progress the disclosure by selecting “Continue” in the bottom right corner.
- 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
- Select “Add” to add an entity.
- 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.

2. * Relation to discloser: ?

- Self
- Spouse
- 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.

3. * Disclosure types:

Name	Description
<input type="checkbox"/> Equity	Stock, Stock Options, or Ownership Interest in a Public or Private Company
<input type="checkbox"/> Payment for Services	Receipt of payments from an entity outside USC/CHLA for consulting, advisory board work, or other services
<input type="checkbox"/> Intellectual Property Rights	Patent, Copyright, License, or Royalties paid directly to individual (i.e., not through USC/CHLA)
<input type="checkbox"/> Sponsored Travel	Travel which is paid on behalf of the employee or reimbursed to the employee by an entity other than USC/CHLA
<input type="checkbox"/> Management Role	Officer, Chief Scientific Officer, Member of Board of Directors, Board of Trustees, etc.
<input type="checkbox"/> Gifts and Hospitality	Gifts, including meals and business gratuities, exchanged with a third party such as vendors, subcontractors, and business partners
<input type="checkbox"/> Divestiture and Cash Pay-out	Sale of equity or ownership in a public or private company
<input type="checkbox"/> Outside Teaching	Work at another college, university or research institution, or instruction or course creation for other outside enterprises
<input type="checkbox"/> Utilizing Student Labor for a Business Venture	For faculty, employing or seeking to employ or otherwise utilize a student’s services in connection with a business venture when the faculty member has an academic or advising relationship with the student
<input checked="" type="checkbox"/> Other Outside Activity	Compensated or Uncompensated (e.g. positions, appointments, fellowships, or talent programs)

4. Does this entity conduct or seek to conduct business with USC?
 Yes No [Clear](#)

5. Will this activity involve a time commitment that conflicts with availability to perform work for USC?
 Yes No [Clear](#)

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

OK OK and Add Another Cancel

MAKING A DISCLOSURE: FINANCIAL ACTIVITIES AND CONFLICTS OF COMMITMENT

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***

Submit Disclosure

If you have completed the form and are ready to submit, please click the button below:



Submit Disclosure

Exit Save Finish

Disclosure Profile for Patricia Hoen

Instruction Center	
Action Required	Reason
No actions need to be taken at this time	Discloser's disclosure has been submitted. There may be reviews ongoing, but no action is currently required.

Disclosure Summary

Draft Disclosures					
Organization	Disclosure Types	COI in Research	RWI	Commitment	Business
Tricia Test 1	Other Outside Activity	Not Applicable	Not Applicable	Not Applicable	Pending
Current Disclosures					

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

1. Name of Close Relation:

2. How are you related?
 Spouse
 Domestic Partner
 Parent
 Child
 Sibling
 Other
[Clear](#)

3. Do you have a potential supervisory, evaluative, or advisory role over this individual?
 Yes No [Clear](#)

4. Please attach any relevant documentation:
[+ Add](#)
Name Version
There are no items to display

[Cancel](#) [OK](#)



Pre-Submission

Date created: 3/7/2023 10:35 AM

Next Steps

- Edit Pre-Approval Request
- Submit
- Add Comment
- Copy Request
- Discard

PAR0000023: Patricia Hoen Personal Conflict Disclosure

Request type: Personal Conflict

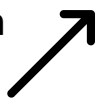
Discloser: Patricia Hoen
Discloser's employer: ADMINISTRATION

Pre-Submission → Review → Review Complete
Clarification Requested

History

Filter by Activity [+ Add Filter](#) [X Clear All](#)

Activity	Author	Activity Date
No data to display.		



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”

Update Demographics

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 [Clear](#)

2. Do you perform research at USC/CHLA?
 Yes No [Clear](#)

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 [Clear](#)

[OK](#) [Cancel](#)

The screenshot shows the top right corner of the diSClose system with a red header containing the text "Hello, Patricia Hoen" and a dropdown arrow. Below this is a navigation bar with logos for USC University of Southern California and Children's Hospital Los Angeles, and the "diS" logo. The main content area shows the user's name "Patricia Hoen" and a "Next Steps" section with a green circular icon and the text "Update Demographics". To the right, the user's profile information is displayed, including "Hoen, Patricia", "Employer: ADMINISTRATION", "Phone: 19106167233", and "E-mail: hoen@usc.edu". Below this is a section for "Phone and E-mail" with fields for "Home Phone:" and "Mobile Phone:". A black arrow points from the "Update Demographics" link in the "Next Steps" section to the "Update Demographics" form on the left.

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.