

My Disclosures


Background

A disclosure contains the details of your activities with an outside entity. The first time you open this window there will be no disclosures to display.

To proceed with creating a disclosure, complete all fields:

- **Add a Disclosure**

To proceed with creating a disclosure, complete all fields:

- Click  and complete all fields.
- Disclosure Type
 - Uncompensated Activity, Equity, Intellectual Property, Substantial Business Interest or Gift.
- Activity Type
 - Advisory Board / Committee, Governing Board, Officer, Consultant, Expert Witness, Family Member Employment, Administrative Support, Reviewer, Seminar/Lecture, Speaker, Financial Services, Legal Services, Professional Services, Retail, Sales, Volunteer, or Other.
- Disclosure For
 - Myself, Spouse, Dependent child, Parent, Unmarried Adult (living with you), Other
- Start and End date
- Entity Name - select from the list. All active entities will be displayed.
- Description of Activity
- Total \$ Amount
- \$ to HSC
 - Yes; No
- HSC Work Days
- HSC Vacation
- Entity Supports Your Research
- Involves Intellectual Property

Add Disclosure Details ✕

Disclosure Type **Activity Type**

Compensated Activity Select an activity

Disclosure For **Start Date** **End Date**

Myself 2015-09-01 2016-08-31

Entity Name

Select an entity name

Description of Activity Suggested Text

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Total \$ Amount **\$ to HSC** **HSC Work Days** **HSC Vacation**

0 No 0 No

Entity Supports Your Research **Involves Your Intellectual Property**

Select yes or no Select yes or no

All active fields are required. Disabled fields display with a gray background.

Close Save

- Click Save once all fields are completed.
- You will be directed back to the Disclosures page.

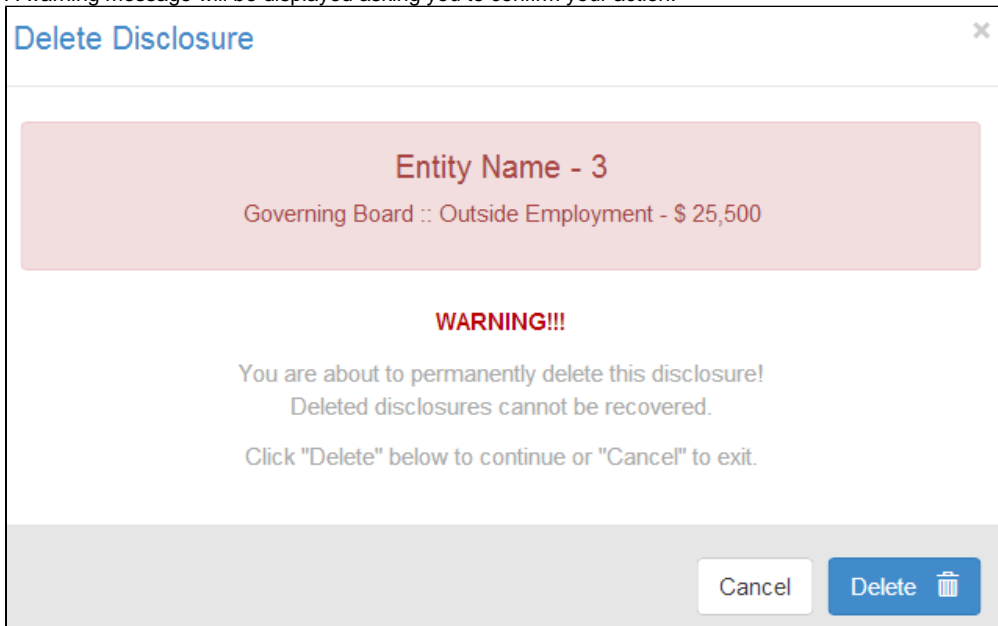
Edit a Disclosure

- Click on the Pencil icon in the activity column of the entity you are wanting to edit.
- The information about that entity will be appear in the fields in the bottom half of the window.
- Make your changes and select the blue **Save** button.

Delete a Disclosure

- Click on the Trashcan icon in the Action column of the disclosure you want to delete.

- A warning message will be displayed asking you to confirm your action.



- Click on the blue Delete button to delete the entity or select Cancel if you change your mind. Remember, if you simply want to stop an entity from displaying as an option when completing your Disclosure page, Inactivate the entity.

NOTES: About editing and deleting a disclosure:

1. A disclosure can only be deleted if it is part of a report you are editing.
2. Similarly, a disclosure can only be edited before you submit your report.
3. Disclosures in reports that have been certified and submitted cannot be deleted (the trashcan button will be disabled).
4. Similarly, disclosures cannot be edited if the report has been submitted. The Pencil button will cause the details to be displayed in the bottom half of the window but all fields will be disabled.

Dashboard

The dashboard will display a view of all disclosures entered. If the disclosure was identified as a Prior Approval, you will find it within the Prior Approval section, otherwise it will be shown within Disclosures of Activities & Financial Interests. The section, Annual Reports will display your history of reports submitted during the Annual Reporting season. From the dashboard, you also have the ability to add, edit and submit disclosures.