



Outside Activity Reporting Integrity Matters

Supervisor Review

This PowerPoint will walk you through completing a **supervisor review** for one of your direct reports in the Huron system.
Log in to: mydisclosure.oar.uc.edu using your UC credentials.



Outside Activity Reporting Integrity Matters

Hello, Carol Ann Taylor ▾

Switch User

Dashboard Admin COI Settings

Page for Carol Ann Taylor

Components Properties Help

My Inbox Supervisor/DH Review Dean/VP Review

Recently Viewed

Recent Pinned

DP00000006: Disclosure P... Sara Hughes

CERT00008610: Annual/Amend... Sara Hughes

CERT00008552: Annual/Amend... liele Tellez

Supervisor/DH Review

Filter by ID Enter text to search + Add Filter X Clear All

ID	Name	Date Created	Date Modified	State	Supervisor
CERT00008610	Annual/Amend/New Hire certification for Sara Hughes	6/11/2025 1:12 PM	12/16/2025 1:16 PM	Under Review	Carol Ann Taylor

1 items ▲ page 1 of 1 ▾ 10 / page

Once logged in, any certification that still needs your review will show in both “My Inbox” and “My Reviews”. To begin/continue your review, click directly on the certification: “Annual/Amend/New Hire certification for...”

Under Review

Certification created date:

6/11/2025 1:12 PM

Profile last submitted date:

12/16/2025

Training expiration date:

10/31/2028

Next Steps

[View Certification](#) [Manage Prior-Approval Requests](#) [Submit Review](#)[Request Clarifications](#)[Assign Reviewer](#)[Manage Ancillary Reviews](#)[Reset Review Stages](#)[Add Comment](#)

CERT00008610: Annual/Amend/New Hire certification for Sara Hughes

Certification type: Annual/Amend/New Hire

Assigned reviewer: Carol Ann Taylor

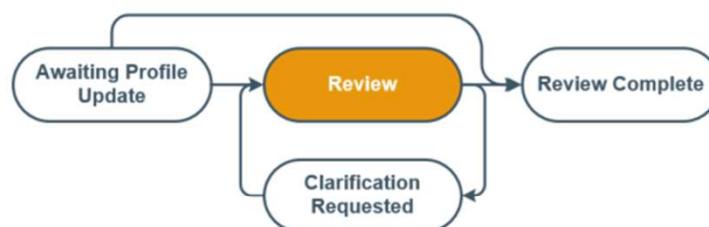
Current review stage: Immediate Supervisor

Review stage: 1 of 1

Discloser: Sara Hughes

Discloser's employer: University of Cincinnati

Has significant financial interest: Yes



History	Review Information	Snapshots
Filter by Activity <input type="text" value="Enter text to search"/>		
Activity	Author	Activity Date

Once on this page, you have a few different things to do.

First, you'll need to click "View Certification" to see the disclosure.

≡  Compare

« »

Disclosure Profile Information

Entity Disclosure Information

Foreign Talent Recruitment Programs Information

◀ Go to forms menu  Print 

Entity Disclosure Information

1. Discloser has information to disclose regarding entities:

Yes No

2. Entity disclosures:

Entity	Foreign Entity?	Publicly Traded?	Relation to Discloser	Disclosure Types	Total Value	Total Com (Day)
Demonstration Activity for Training Purposes	No	Yes	Self	Consulting or Other Professional Services	\$1,000.00	20

3. Do you currently or do you plan to engage in research, scholarly and/or creative work at UC?

Yes

Foreign Talent Recruitment Programs Information

 Exit

You'll be able to scroll through all the disclosure contents.

Click "View" on the "Entity Disclosure Information" to view all the details of each activity.

When you are finished viewing the certification, click "Exit".

Under Review**Certification created date:**

6/11/2025 1:12 PM

Profile last submitted date:

12/16/2025

Training expiration date:

10/31/2028

Next Steps[View Certification](#) [Manage Prior-Approval Requests](#) [Submit Review](#)[Request Clarifications](#)[Assign Reviewer](#)[Manage Ancillary Reviews](#)[Reset Review Stages](#)[Add Comment](#)

CERT00008610: Annual/Amend/New Hire certification for Sara Hughes

Certification type: Annual/Amend/New Hire**Assigned reviewer:** Carol Ann Taylor**Current review stage:** Immediate Supervisor**Review stage:** 1 of 1**Discloser:** Sara Hughes**Discloser's employer:** University of Cincinnati**Has significant financial interest:** Yes

History	Review Information	Snapshots
Filter by Activity <input type="text" value="Enter text to search"/>	Activity	Author
Activity Date		

Once you've viewed the certification, you need to manage any prior approval requests. Click "Manage Prior-Approval Requests" in the left-hand menu.

Manage Prior-Approval Requests

Click the update button to either Approve or Deny the entities that have Prior Approval as the Entity Review State or to update a previously Approved or Denied Entity. Do not click OK until all entities are in either Approved or Denied state.

1. Entity Disclosures:

Entity	Foreign Entity?	Publicly Traded?	Relation to Discloser	Disclosure Types	Total Value	Total Time Commitment (Days)	Entity Review State	Date Created	Last Modified
<input type="button" value="Update"/> A Good Neighbor Foundation (AGNF)			Self	Speaking	\$0.00	2	Prior Approval	12/16/2025	12/16/2025
<input type="button" value="Update"/> General Electric Plastics (GEP)			Self	Consulting or Other Professional Services	\$10,000.00	10	Prior Approval	12/16/2025	12/16/2025
<input type="button" value="Update"/> Kroger Company (KROGER)			Self	Equity Consulting or Other Professional Services Speaking IP/Patent/Royalties/Copyright/Licensing Income Sponsored Travel Board Service Outside Employment or Activity Other Appointments Foreign Support Editorial Services	\$0.00	0	Approved	6/11/2025	8/13/2025
<input type="button" value="Update"/> Procter & Gamble Fund (PGF)			Self	Consulting or Other Professional Services	\$10,000.00	10	Prior Approval	12/16/2025	12/16/2025

Entities may be marked as Prior Approval, Pending, or Approved. You will need to take action on those marked Prior Approval or Pending. Entities with the review state PRIOR APPROVAL are NEW outside activities that require your approval or denial.

Manage Prior-Approval Requests

Click the update button to either Approve or Deny the entities that have Prior Approval as the Entity Review State or to update a previously Approved or Denied Entity. Do not click OK until all entities are in either Approved or Denied state.

1. Entity Disclosures:

Entity	Foreign Entity?	Publicly Traded?	Relation to Discloser	Disclosure Types	Total Value	Total Time Commitment (Days)	Entity Review State	Date Created	Last Modified
<input type="button" value="Update"/> A Good Neighbor Foundation (AGNF)			Self	Speaking	\$0.00	2	Prior Approval	12/16/2025	12/16/2025
<input type="button" value="Update"/> General Electric Plastics (GEP)			Self	Consulting or Other Professional Services	\$10,000.00	10	Prior Approval	12/16/2025	12/16/2025
<input type="button" value="Update"/> Kroger Company (KROGER)			Self	Equity Consulting or Other Professional Services Speaking IP/Patent/Royalties/Copyright/Licensing Income Sponsored Travel Board Service Outside Employment or Activity Other Appointments Foreign Support Editorial Services	\$0.00	0	Approved	6/11/2025	8/13/2025
<input type="button" value="Update"/> Procter & Gamble Fund (PGF)			Self	Consulting or Other Professional Services	\$10,000.00	10	Prior Approval	12/16/2025	12/16/2025

Entities with the review state APPROVED are outside activities that were approved in a prior disclosure and nothing has changed. No supervisor action required for these entities.

Manage Prior-Approval Requests

Click the update button to either Approve or Deny the entities that have Prior Approval as the Entity Review State or to update a previously Approved or Denied Entity. Do not click OK until all entities are in either Approved or Denied state.

1. Entity Disclosures:

Entity	Foreign Entity?	Publicly Traded?	Relation to Discloser	Disclosure Types	Total Value	Total Time Commitment (Days)	Entity Review State	Date Created	Last Modified
<input type="button" value="Update"/> A Good Neighbor Foundation (AGNF)			Self	Speaking	\$0.00	2	Prior Approval	12/16/2025	12/16/2025
<input type="button" value="Update"/> General Electric Plastics (GEP)			Self	Consulting or Other Professional Services	\$10,000.00	10	Prior Approval	12/16/2025	12/16/2025
<input type="button" value="Update"/> Kroger Company (KROGER)			Self	Equity	\$2,000.00	0	Pending	6/11/2025	12/16/2025
<input type="button" value="Update"/> Procter & Gamble Fund (PGF)			Self	Consulting or Other Professional Services	\$10,000.00	10	Prior Approval	12/16/2025	12/16/2025

OK

Cancel

Entities with the review state PENDING are outside activities that were approved in a prior disclosure but have been updated/changed in this disclosure. Supervisors must re-approve or re-denry these activities.

Certification created date:
8/29/2024 6:40 PM

Profile last submitted date:
11/12/2024

Training is expired

Next Steps

- [View Certification](#)
- [Manage Prior-Approval Requests](#)
- [Submit Review](#)
- [Request Clarifications](#)
- [Assign to Committee Reviewer](#)
- [Assign Reviewer](#)
- [Manage Ancillary Reviewer](#)
- [Add Comment](#)
- [Withdraw](#)

Manage Prior-Approval Requests

Click the update button to either Approve Entity. Do not click OK until all entities are updated.

1. Entity Disclosures:

Entity
Demonstration Activity for Training Purposes

2. Relation to Discloser:
Self

3. Disclosure Types:
Consulting or Other Professional Services

4. Total Value:
\$1,000.00

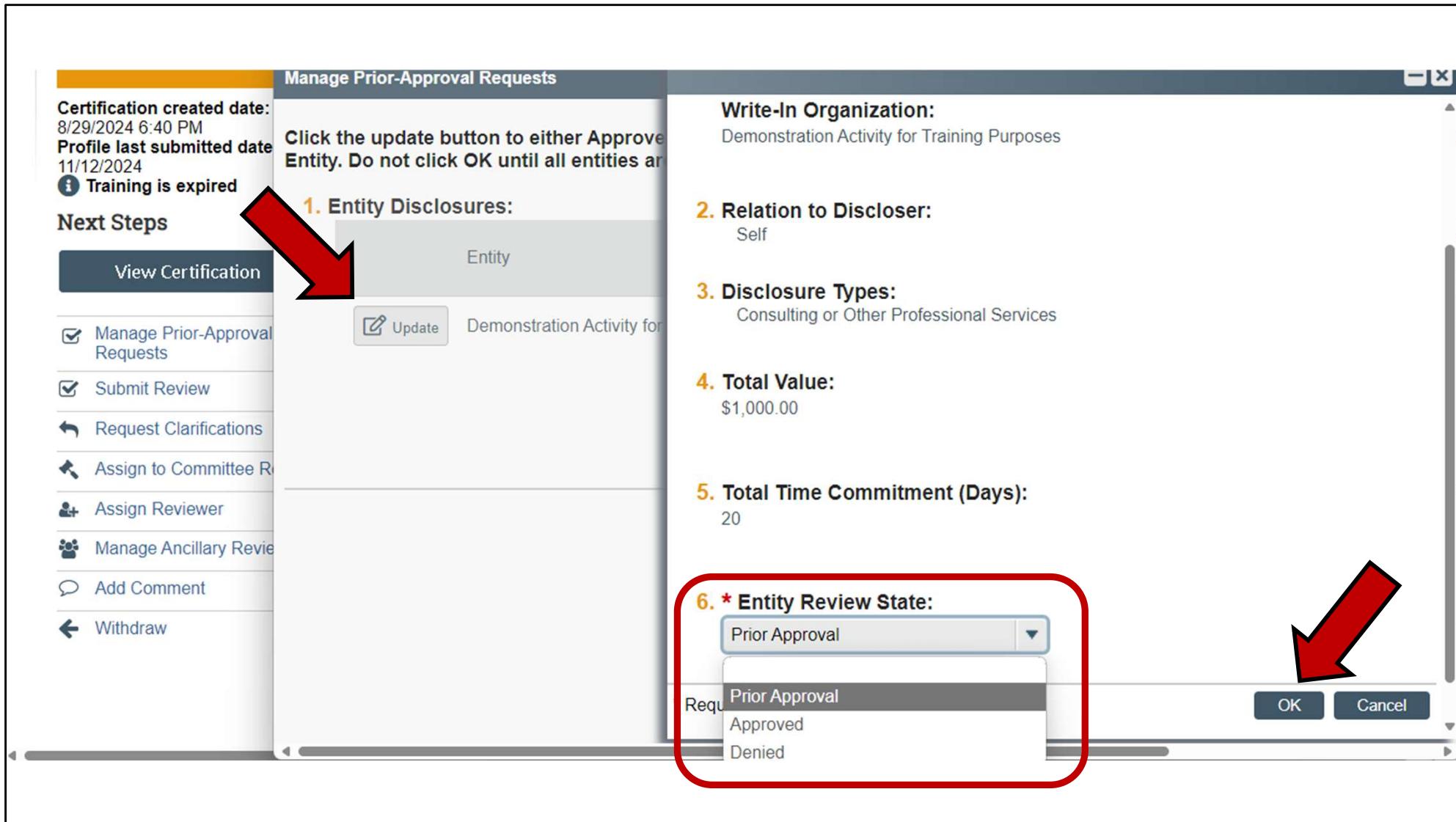
5. Total Time Commitment (Days):
20

6. * Entity Review State:

Prior Approval

Prior Approval
Approved
Denied

OK Cancel



Click "Update" on each Entity Disclosure, opening a new window, and select Approved or Denied from the Entity Review State dropdown list. Click "OK" when finished. Repeat for each new/updated outside activity listed.

Certification created date:
8/29/2024 6:40 PM
Profile last submitted date
11/12/2024
Training is expired

Next Steps

[View Certification](#)

- [Manage Prior-Approval Requests](#)
- [Submit Review](#)
- [Request Clarifications](#)
- [Assign to Committee R](#)
- [Assign Reviewer](#)
- [Manage Ancillary Review](#)
- [Add Comment](#)
- [Withdraw](#)

Manage Prior-Approval Requests

Click the update button to either Approve or Deny the entities that have Prior Approval as the Entity Review State or to update a previously Approved or Denied Entity. Do not click OK until all entities are in either Approved or Denied state.

1. Entity Disclosures:

Entity	Foreign Entity?	Publicly Traded?	Relation to Discloser	Disclosure Types	Total Value	Total Time Commitment (Days)	Entity Review State	Date Created	Last Modified
A Good Neighbor Foundation (AGNF)			Self	Speaking	\$0.00	2	Denied	12/16/2025	12/17/2025
General Electric Plastics (GEP)			Self	Consulting or Other Professional Services	\$10,000.00	10	Approved	12/16/2025	12/17/2025
Kroger Company (KROGER)			Self	Equity	\$2,000.00	0	Approved	6/11/2025	12/17/2025
Procter & Gamble Fund (PGF)			Self	Consulting or Other Professional Services	\$10,000.00	10	Approved	12/16/2025	12/17/2025

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

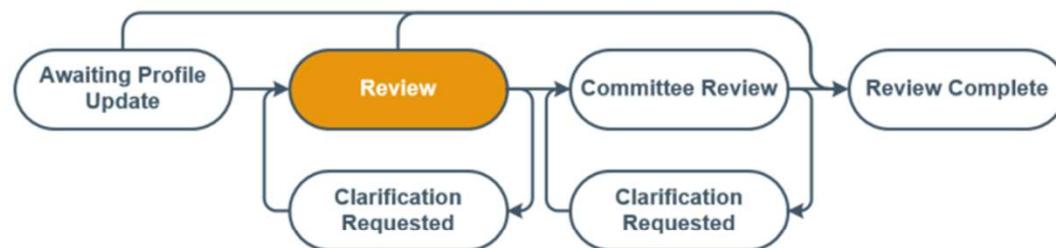
Once approved or denied the Entity Review State will change accordingly. Click "OK"

Under Review**Certification created date:**
8/29/2024 6:40 PM**Profile last submitted date:**

11/12/2024

 **Training is expired****Next Steps**[View Certification](#) [Manage Prior-Approval Requests](#) [Submit Review](#) [Request Clarifications](#) [Assign to Committee Review](#) [Assign Reviewer](#) [Manage Ancillary Reviews](#) [Add Comment](#) [Withdraw](#)

CERT00008331: Annual/Amend/New Hire certification for Kristen Oberholzer

Certification type: Annual/Amend/New Hire**Assigned reviewer:** Jennifer Krivickas**Current review stage:** Immediate Supervisor**Review stage:** 1 of 1**Discloser:** Kristen Oberholzer**Discloser's employer:** University of Cincinnati**Has significant financial interest:** Yes

History Review Information Snapshots

Filter by  Activity  Enter text to search   

 Clear All

Activity	Author	Activity Date
----------	--------	---------------

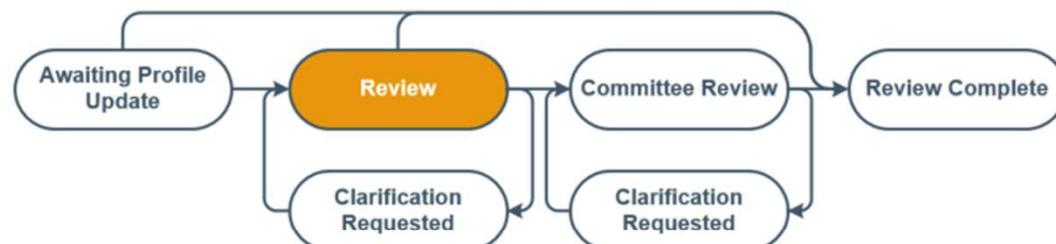
Note: At any point, if you need clarification from the employee, you have the option to click “Request Clarifications” in the left-hand menu.

Under Review**Certification created date:**
8/29/2024 6:40 PM**Profile last submitted date:**

11/12/2024

Training is expired**Next Steps****View Certification** **Manage Prior-Approval Requests** **Submit Review**[Request Clarifications](#)[Assign to Committee Review](#)[Assign Reviewer](#)[Manage Ancillary Reviews](#)[Add Comment](#)[Withdraw](#)

CERT00008331: Annual/Amend/New Hire certification for Kristen Oberholzer

Certification type: Annual/Amend/New Hire**Assigned reviewer:** Jennifer Krivickas**Current review stage:** Immediate Supervisor**Review stage:** 1 of 1**Discloser:** Kristen Oberholzer**Discloser's employer:** University of Cincinnati**Has significant financial interest:** Yes

History Review Information Snapshots

Filter by **Activity**

Activity	Author	Activity Date
----------	--------	---------------

Once you are satisfied with the information provided, click “Submit Review” in the left-hand menu.

Submit Review

1. * Are the discloser's outside activities related to their primary obligation to the university and institutional responsibilities? [?](#)

Yes No [Clear](#)

2. * Are there any conflicts of interest or commitment with the discloser's outside activities? [?](#)

Yes No [Clear](#)

3. * Describe the conflicts:

+ Add

Description	Disclosure Entities
There are no items to display	

4. * Assign for COI office review? [?](#)

Yes No [Clear](#)

5. * Expiration date: [?](#)

11/13/2025 [Calendar](#)

6. Suggested management plan document: [?](#)

[None] [Upload](#)

Answer the required questions appropriately for your personal review. The expiration date will be set for 365 days from your review. **Do not change this.** Answering "Yes" to question #1, will prompt question #2 "Are there any conflicts of interest or commitment with the discloser's outside activities?"

Submit Review

COI > Cert

Unit: [Redacted]
Certification Date: 11/13/2024
Profile last updated: 11/13/2024
Training: [Redacted]

Next Step: View

1. * Are the discloser's outside activities related to their primary obligation to the university and institutional responsibilities? [?](#)
 Yes No [Clear](#)

2. * Assign for COI office review? [?](#)
 Yes No [Clear](#)

3. * Expiration date: [?](#)
11/13/2025 [Change](#)

4. Certification by Unit Head: Based on the activity reported and to the best of my knowledge and in my judgment:
- By clicking OK, I attest that I have reviewed and approve of the outside activity report.

Collateral Employment: Based on the activity reported and to the best of my knowledge and judgment with regard to this individual's performance and primary obligations to the unit, college, and university:
- By clicking OK, I attest that I have reviewed and agree that no conflict of commitment exists.

Prior to submitting your review, ensure you Approved or Denied any interest/activity that had a Prior Approval status on the certification via the "Manage Prior-Approval Requests" activity.

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

As another note, if you answer "No" to question #1, you are still attesting that no Conflict of Commitment exists, and you will see this appear on #6 before clicking "OK".

Once you've answered all the questions in the way that is most appropriate for your employee, Click "OK".

Review Complete

Certification created date:
6/11/2025 1:12 PM
Determination date:
12/17/2025
Profile last submitted date:
12/16/2025
Training expiration date:
10/31/2028

Next Steps[View Certification](#)[Return for Review](#)[Assign Reviewer](#)[Manage Ancillary Reviews](#)[Reset Review Stages](#)[Add Comment](#)

CERT00008610: Annual/Amend/New Hire certification for Sara Hughes

Certification type: Annual/Amend/New Hire
Determination: Unrelated
Assigned reviewer: Carol Ann Taylor

Discloser: Sara Hughes
Discloser's employer: University of Cincinnati
Has significant financial interest: Yes



Activity	Author	Activity Date
Prior Approval Notification Sent	Taylor, Carol Ann	12/17/2025 11:11 AM
Managed Ancillary Reviews	Taylor, Carol Ann	12/17/2025 11:11 AM
Automatically executed as part of the standard review process.		
<input checked="" type="checkbox"/> Review Submitted	Taylor, Carol Ann	12/17/2025 11:11 AM
<input checked="" type="checkbox"/> Prior-Approval Requests Managed	Taylor, Carol Ann	12/17/2025 11:10 AM

The certification will transition to "Review Complete".

It will route to the appropriate Chair, Dean, or VP so they can review and certify the form.