



## 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](https://mydisclosure.oar.uc.edu) using your UC credentials.

Recently Viewed

Recent Pinned

- DP00000006: Disclosure P... Sara Hughes ☆
- CERT00008610: Annual/Amend... Sara Hughes ☆
- CERT00008552: Annual/Amend... Jelle Tellez ☆

My Inbox

Supervisor/DH Review

Dean/VP Review

Supervisor/DH Review

Filter by ?

ID



Enter text to search



+ Add Filter

✕ 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

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

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

Entity Disclosure Information

Foreign Talent Recruitment Programs Information

Go to forms menu

Print

Help

## 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
<a href="#">View</a> 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

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

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
 Update	A Good Neighbor Foundation (AGNF)			Self	Speaking	\$0.00	2	Prior Approval	12/16/2025	12/16/2025
 Update	General Electric Plastics (GEP)			Self	Consulting or Other Professional Services	\$10,000.00	10	Prior Approval	12/16/2025	12/16/2025
 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
 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 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
 Update	A Good Neighbor Foundation (AGNF)			Self	Speaking	\$0.00	2	Prior Approval	12/16/2025	12/16/2025
 Update	General Electric Plastics (GEP)			Self	Consulting or Other Professional Services	\$10,000.00	10	Prior Approval	12/16/2025	12/16/2025
 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
 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 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
 Update	A Good Neighbor Foundation (AGNF)			Self	Speaking	\$0.00	2	Prior Approval	12/16/2025	12/16/2025
 Update	General Electric Plastics (GEP)			Self	Consulting or Other Professional Services	\$10,000.00	10	Prior Approval	12/16/2025	12/16/2025
 Update	Kroger Company (KROGER)			Self	Equity	\$2,000.00	0	Pending	6/11/2025	12/16/2025
 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-deny 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 R

Assign Reviewer

Manage Ancillary Review

Add Comment

Withdraw

Manage Prior-Approval Requests

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

1. Entity Disclosures:

Entity
<div> Update</div> Demonstration Activity for

Write-In Organization:  
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 Review

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
Update	A Good Neighbor Foundation (AGNF)			Self	Speaking	\$0.00	2	Denied	12/16/2025	12/17/2025
Update	General Electric Plastics (GEP)			Self	Consulting or Other Professional Services	\$10,000.00	10	Approved	12/16/2025	12/17/2025
Update	Kroger Company (KROGER)			Self	Equity	\$2,000.00	0	Approved	6/11/2025	12/17/2025
Update	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:**

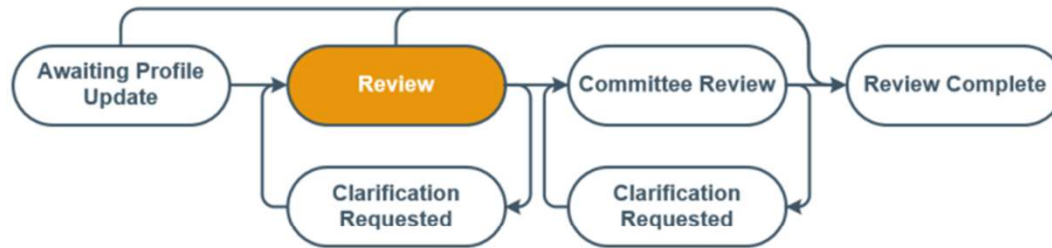
8/29/2024 6:40 PM

**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



+ Add Filter



X 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**

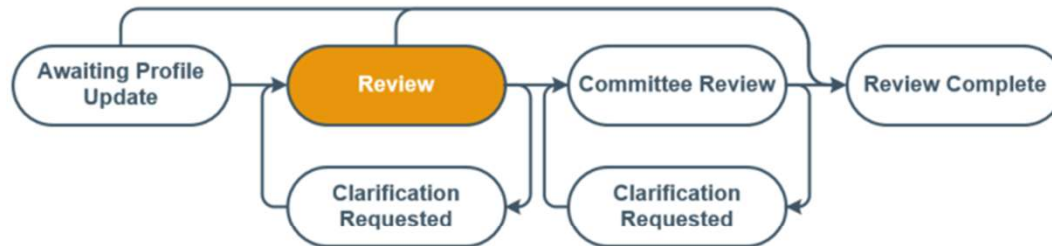
**Certification created date:**  
8/29/2024 6:40 PM  
**Profile last submitted date:**  
11/12/2024  
**Training is expired**

**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

Enter text to search



+ Add Filter



X Clear All

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?”



COI > Cert

Submit Review

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Certificatio  
11/13/2024  
Profile las  
11/13/2024  
i Trainin

Next Ste

View 11/13/2025

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

6. 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".

COI > Certifications > Annual/Amend/New Hire certification for Sara Hughes Admin View ? Help

**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

```

graph LR
    A[Awaiting Profile Update] --> B[Review]
    B --> C[Review Complete]
    B --> D[Clarification Requested]
    D --> B
          
```

History | **Review Information** | Snapshots

Filter by Activity  + Add Filter × Clear All

Activity	Author	Activity Date
<span>i</span> Prior Approval Notification Sent	Taylor, Carol Ann	12/17/2025 11:11 AM
<span>u</span> 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.