

## REVIEW AND APPROVAL OF ARRANGEMENTS WITH OUTSIDE ENTITIES

**NOTE:** All outside activities must be approved by your Department Chair ***prior to your participation in the activity***. Approved arrangements must be recorded on an [Attestation of Compliance Form](#). E-mail Attestation Forms to Kenneth Brower at [kenneth.brower@mssm.edu](mailto:kenneth.brower@mssm.edu) or Fax to 212-241-7146 or Interoffice to Box 1217.

All arrangements must be disclosed on your on-line Annual Report of Relationships with Outside Entities as soon as they are approved.

The COI Office will collect and retain all completed Attestation of Compliance Forms.

*Below is a listing of the most common arrangements. Please call the COI Helpline at x40845 for questions on these or other types of outside activities.*

	Attestation of Compliance Form	Chairman	Conflicts of Interest Office (COI Office) (1)	Dean	Conflicts of Interest Review Committee (SCCOM)
<b>Confidentiality/Non-Disclosure Agreements (CDA/NDA)</b>	-	-	(2)	-	-
<b>Advisory Boards (incl. Scientific)</b>	Yes	Approve	(3)	-	-
<b>Speaking Engagements (Non-CME)</b>	Yes	Approve	(3)	-	-
<b>Speaking Engagements (CME)</b>	Yes	Approve	Collection	-	-
<b>Medico-Legal/Expert Witness</b>	Yes	Approve	Collection	-	-
<b>Consulting/Other Agreements</b>	Yes	Approve	Review/Collection	Case-Specific	Case-Specific
<b>“Master” Consulting Agreements</b>	(4)	(4)	(4)	(4)	-
<b>Member, Boards of Directors</b>	-	Approve	Review/Collection	Approve	Approve
<b>Start-up Companies</b>	-	Approve	Review/Collection	Approve	Approve

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- (1) All agreements requiring COI Office review must be submitted ***at least two weeks prior*** to the activity.
- (2) The COI Office reviews personal CDAs/NDAs for faculty outside activities. The GCO, MSIP or President’s Office reviews institutional CDAs/NDAs depending on the specific circumstances. Please call the COI Helpline at x40845 for guidance.
- (3) The COI Office must review if the [School Addendum](#) is not being used and/or requires modification. In such cases, the agreement and/or addendum must be submitted ***at least two weeks in advance*** of the outside activity.
- (4) “Master” Consulting Agreements are only permitted in rare cases and must be reviewed by the COI Office.