

Institutional Information for Use in Grant and Contract Applications

Introduction

The purpose of this document is to provide institutional information that extramural funding agencies may require on grant and contract applications. It is divided into the following sections:

[I. Sponsored Project Information](#); [II. Compliance Information](#); [III. Financial Information](#); and [IV. GCO Deadlines for Review and Approval of Applications](#).

Please contact your assigned GCO Grants Specialist for any questions you may have. For a listing of GCO's Grants Specialists and other staff, please click [here](#):

I. Sponsored Project Information

A. Administrative Information

Applicant Organization Icahn School of Medicine at Mount Sinai
One Gustave L. Levy Place, Box 1075
New York, New York 10029-6574
Tel: (212) 824-8300 Fax: (212) 241-3294
E-Mail: grants@mssm.edu

ARPA-H Spoke Membership: Yes

Automated Standard Application for Payments (ASAP)

Recipient Identification Number 3627001

CAGE Code: 1QSQ9

DHHS Rate Agreement Date: June 27, 2025

Unique Entity ID and Expiration Date: C8H9CNG1VBD9 September 12, 2026
Replaced DUNS number as of 4/5/22. Also referred to as SAM unique entity ID

DUNS No.: 078861598
No longer in use; included for historical purposes only.

Entity Identification No.: 1-136171197-A1

European Medicines Agency ID Nos.:

ORG-ID: ORG-100011233

LOC-ID: LOC-100015654

FICE Code:	007026
Founding Date (School):	1963
Governmental Districts:	Congressional District: <i>Data Enter "NY-013"</i> 29th NYS Senatorial District 68th NYS Assembly District
HHS Assurance of Compliance	9/1/2004
Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975 (HHS 690 Form)	
NAICS Code ID:	611310
New York City Vendor Code:	0000945511
New York State Charities Reg. No:	40-27-32
New York State Vendor ID:	1000027177
New York State Vendor Responsibility Questionnaire (VRQ) Certification Date:	11/3/2025
Participant Identification Code: (EU Funded Projects)	985934482
Press Contact:	Lucia L. Lee, Vice President of Media and Public Affairs, Mount Sinai Health System Tel: (646) 605-5940 Email: lucia.lee@mountsinai.org
Tax No.:	136171197
Title IX Coordinator:	Rebecca Anderson Tel: (212) 540-8669 Email: rebecca.anderson@mountsinai.org
Type of Organization:	Educational Institution <i>If additional information is required, you may also include private, nonprofit 501(c)(3).</i>

All Federal Assurances/Certifications have been filed with the appropriate federal agencies.

Additional Parent Entity Information	
Name:	Mount Sinai Health System, Inc.

Mailing Address 150 E 42ND ST- 5TH Floor, Finance
New York, New York 10017-5612
CAGE Code: 7RK62
Entity Identification No.: 46-4248304
Unique Entity ID and Expiration Date: FM35YJ3MRQD8 Feb 3, 2026

Instructions: Do not provide Parent Entity information unless required to be included in addition to ISMMS information. Otherwise, provide ISMMS information only.

B. Authorized Organization Representative (AOR)

Ms. Jessica R. Moise
Grants and Contracts Officer
Senior Associate Dean for Sponsored Programs
Tel: (212) 824-8300 Fax: (212) 241-3294
E-Mail: grants@mssm.edu

Ms. Amanda Amescua
Director, Grants and Contracts Office
Tel: (212) 824-8300 Fax: (212) 241-3294
E-Mail: grants@mssm.edu

Ms. Latoya Palmer
Director, Grants and Contracts Office
Tel: (212) 824-8300 Fax: (212) 241-3294
E-Mail: grants@mssm.edu

Mr. Stuart Politi
Director, Grants and Contracts Office
Tel: (212) 824-8300 Fax: (212) 241-3294
E-Mail: grants@mssm.edu

Ms. Hadijah Vactor
Director, Grants and Contracts Office
Tel: (212) 824-8300 Fax: (212) 241-3294
E-Mail: grants@mssm.edu

II. Compliance Information

A. Program for the Protection of Human Subjects (PPHS / IRB)

1. Administrative Information

PPHS Federal-Wide Assurance Number (FWA): 00005656
Expiration Date: August 13, 2030

2. Associate Dean Lori Jennex, MA, CIP

Icahn School of Medicine at Mount Sinai
One Gustave L. Levy Place, Box 1081
New York, NY 10029-6574
Tel: (212) 824-8200
E-mail: lori.jennex@mssm.edu

B. Institutional Animal Care and Use Committee (IACUC)

1. Administrative Information

Office of Animal Care Use and Welfare (OACUW)	D16-00069
Assurance No:	
Effective Date:	March 7, 2023
Expiration Date:	January 31, 2027

AAALAC No:	002
Accreditation Date:	December 31, 2023

2. Chair	Stacey Baker, PhD
	Tel: (212) 241-0153 Fax: (212) 241-5550
	E-Mail: iacuc@mssm.edu

C. Research Integrity Officer (RIO)

1. Administrative Information

Annual Report file date:	April 6, 2025
--------------------------	---------------

2. Officer	Reginald W. Miller, DVM, DACLAM
	Icahn School of Medicine at Mount Sinai
	One Gustave L. Levy Place, Box 1031
	New York, NY 10029-6574
	Tel: (212) 241-3006 / Fax: (212) 860-9739
	E-Mail: reginald.miller@mssm.edu

D. Institutional Biosafety Program

Officer	To Be Announced
	Senior Director, Biosafety and Biosecurity Program
	Icahn School of Medicine at Mount Sinai
	One Gustave L. Levy Place, Box 1124
	New York, NY 10029-6574
	Tel: (212) 241-8255
	E-Mail: biosafety-program@mssm.edu

E. Select Agents and Toxins Program

Officer	Lokendrasingh Chauhan, M.S., MPA
---------	----------------------------------

Responsible Officer (RO)

F. COVID-19 Workplace Safety for Federal Contractors

Designated Coordinator

Bernard C. Camins, MD, MSc
Medical Director, Infection Prevention, Mount Sinai
Health System
Professor of Medicine, Division of Infectious Diseases
Department of Medicine, Icahn School of Medicine at
Mount Sinai

III. Financial Information

A. Administrative Information
Cognizant Federal Agency

Mr. Birol Hasan
Department of Health and Human Services
5600 Fishers Lane
Rockville, MD 20852
(301) 492-4855

B. Fiscal Officer

Mr. Vincent Tammaro
Executive Vice President
Icahn School of Medicine at Mount Sinai
One Gustave L. Levy Place, Box 1061
New York, NY 10029-6574
Tel: (212) 241-4440

C. Sponsored Projects Finance
Director

Mr. Raj Appavu
Senior Director, Sponsored Projects Finance
Icahn School of Medicine at Mount Sinai
One Gustave L. Levy Place, Box 3500
New York, New York 10029-6574
Tel: (646) 605-4023 Fax: (646) 605-3110
E-Mail: Raj.Appavu@mountsinai.org

The Sponsored Projects Finance Director is the contact person for the following reports and information:

1. Financial reports
2. Payment information
 - a. Checks
Checks should be sent to the Sponsored Projects Finance Director. However, you may also request that these checks be sent to a local (i.e., a departmental administrator) rather than the institutional contact person.
 - b. Electronic/wire transfer
3. Other post award documentation
4. NIH Loan Repayment Program (LRP)

D. NIH / HHS Salary cap: \$228,000 (eff. 1/11/2026)

If you are applying for a Department of Health and Human Services (HHS) sponsored project and your institutional base salary (e.g. \$230,000) is greater than the NIH / HHS salary cap, use this salary cap. Do not use your institutional base salary. HHS includes the NIH, AHRQ, CDC, CMS, FDA, HRSA, and SAMHSA, among others.

E. Fringe Benefit Rates eff. 3/1/2025

Federal: 31.0% of Salaries and Wages

Non-Federal: 32.0% of Salaries and Wages

F. Indirect Cost Rates

Below are the indirect cost rates (ICR), also referred to as Facilities and Administrative (F&A) organized by funding type.

1. Federal (includes Federal projects in which ISMMS is the subawardee institution)

Please also refer to the following section, section G for application of the rates and exclusions.

a. Research On-Site Beginning 1/1/2026 68.0%

Off-Site 26.0%

Eff. 10/15/2021, competitive grants or contracts will not be subject to more than one indirect cost (IC) rate. If more than 50% of a project is performed off-campus, the off-campus rate will apply to the entire project.

b. Federal Training and Career Development 8.0%

c. Instruction/Training (Curriculum Development)
Beginning 1/1/2022 37.6%

d. Other Sponsored Programs
Beginning 1/1/2022 33.5%

2. Industry

a. Clinical Trials and Related Studies 35.0%

The protocol may be industry or investigator initiated. The study is either:

- i. Controlled, clinical testing in human subjects drugs, devices, diagnostics, treatments, interventions, or preventative measures including testing for an unapproved indication or
- ii. Data collection to increase knowledge that would lead to enhanced safety and efficacy of a drug or device, including medical chart reviews.

b. Other Research 68.0%

Please also refer to the following section, section G for application of the ICR and exclusions.

3. Non-Federal (Nonprofit)

Your non-federal (nonprofit) application may not be accepted at the time of award if the indirect cost rate is lower than ISMMS's established rates below. Please do read [Non-Profit Indirect Cost \(IC\) Waiver Policy Implementation Guidance](#) prior to GCO submission.

Please use the rates below when the extramural funding agency does not specify the amount. When a non-federal extramural agency does specify a rate, please use that rate on your budget. F&A costs are applied to all cost categories unless otherwise specified by the extramural funding agency.

- | | |
|---------------------------------------|-------|
| a. Research and Other Funded Programs | 25.0% |
| b. Training and Fellowships | 8.0% |

G. Calculating Indirect Costs on Federal Funded Projects (F.1) and Industry Funded Other Research (F.2.b)

Please review the cost exclusions and applicability subsections

Please click on this [ISMMS Finance policy and procedure memo](#) for additional information.

Other terms for indirect costs are facilities and administrative fees (F&A) overhead, and General and Administrative (G&A) expenses.

1. Cost Exclusions

The following expenses are excluded when calculating indirect costs:

- a. Alterations/Renovations: Unit cost of \$1,000 or more unless allowed by the extramural funding agency
- b. Equipment: Unit cost of equipment is \$1,500 or more and a useful life of at least one year.
- c. Patient Care Costs: The costs of routine and ancillary services provided by hospitals to individuals participating in research programs.
Click [here](#) for NIH's complete definition.
- d. Subawards/Consortium Arrangements
All funds above \$50,000 per subawarding institution ("institution" is normally defined by having a unique DUNS number or NIH IPF number) are excluded when calculating indirect costs. The \$50,000 limit applies once for each subawarding institution within a project period.
- e. Tuition and Fees
- f. Genomic Arrays - NIH policy [NIH-OD-10-097](#)
- g. Childcare Costs on NRSA Training Grant Awards

Modified Total Direct Cost (MTDC) base is a term used for the direct cost amount after the above expense categories have been excluded. F&A is then applied to the MTDC.

IV. GCO Deadlines for Review and Approval of Applications

The GCO must receive the **COMPLETE AND FINAL*** proposal, including updated COI Disclosures in eDMS, as appropriate, by these deadlines. The deadline schedule below does not begin when the PI finalizes and submits the InfoEd application for routing.

Track the progress of the InfoEd application as it routes from the PI through the departments to the GCO. Click [here](#) and go to “15. Approval/Routing to GCO” for instructions on checking the route.

Please allow adequate additional time for departmental approval, which occurs before the GCO receives your application. It may take several days after a PI submits for the application to arrive at the GCO depending on the timeframe for department approval.

Please check with the [departmental administration](#) about the time needed to process your application and plan additional time accordingly, especially for an application that need to be routed to more than one department.

Application Type	GCO Receipt Deadline
Federal Applications*	5 Business days prior to extramural funding agency deadline by 11 am.**
Federal Non Competing Continuations that Do <u>Not</u> Require GCO Submission of a Progress Report (Examples: NSF, NASA, DOD)	3 Business days prior to the end of the current budget period.
All New and Non-Competing Non-Federal Applications (Foundations, Other Non-Profit and RFA/RFP Industry submissions, State and Local Gov’t)	3 Business days prior to extramural funding agency deadline by 11 am or end of current budget period, whichever occurs first.
All Other Projects that Require Yearly GCO Submission (Subset of ISMMS and Industry Funded Studies. Click here for the criteria of these studies.)	1 Business day prior to end of current budget period.

* The GCO agrees to replace the draft Specific Aims, Research Strategy and References sections for federal grant applications if needed. Significant changes may require the InfoEd Application be returned and go through re-routing.

** Please contact your assigned [GCO Grants Specialist](#) in advance regarding any additional time the GCO may need in the review and approval process if you are applying for a sponsored project with complex budgetary and/or administrative requirements (e.g., program projects, application with many subawards, international extramural funding agency application with nonstandard budget forms).