



GCO's Suspension and Debarment (S&D) Form Instructions

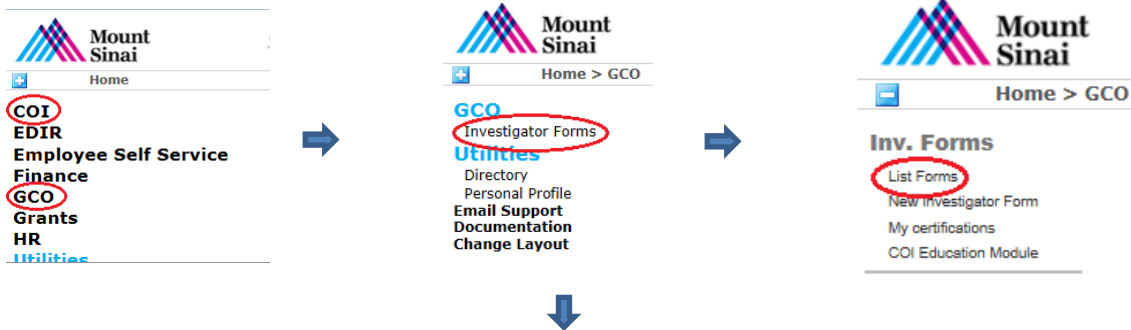
Personnel Who Must Sign a Suspension & Debarment (S&D) Form

A Suspension and Debarment (S&D) form is required for all Mount Sinai key personnel of Federal and State funded projects, even when Mount Sinai is a subaward. Key Personnel are the PI and other individuals who contribute to the scientific development or execution of a project in a substantive, measurable way. For additional guidance, click [here](#), go to pp.3 and refer to the "Key Personnel" definition. **Investigators from other institutions (i.e., subaward personnel) and consultants (not employees of Mount Sinai) do not complete this form.**

The PI/delegate who creates the IF should also note that he or she won't need to add extra individuals to sign the S&D form. Since key personnel are a subset of individuals who complete the COI form, you have already added them when you were entering the COI personnel on the IF.

Completing the Form

1. You can complete the form in Sinai Central (SC) by clicking on the link provided in an automatically generated e-mail, which the PI or PI's delegate initiates by completing the Investigator Form (IF), or you can access the S&D form at this site: [Sinai Central Log In](#) > GCO or COI > Investigator Forms > List Forms



2. Scroll down to the "Forms I Have to Complete" section and click on the as indicated below.

Forms I Have to Complete

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	Title	ID	Principal Investigator	Reminder Date	Project Status	FCoI Status	S&D Status
	I totally love Mount Sinai	IF1688710	ALLISON GOTTLIEB	06/11/15	IN PREPARATION	NOT STARTED	
	test	IF1531786	ALLISON GOTTLIEB	05/08/13	IN PREPARATION	DRAFT	NOT APPLICABLE
	sample	IF1334822	ALLISON GOTTLIEB	08/04/15	IN PREPARATION	DRAFT	
	I really really love Mount Sinai	IF1779874	ALLISON GOTTLIEB	06/08/15	IN PREPARATION	SUBMITTED	NOT APPLICABLE
	I love Mount Sinai	IF1779426	ALLISON GOTTLIEB	06/05/15	WITH GCO COORDINATOR	SUBMITTED	SUBMITTED
	sample	IF1363148	ALLISON GOTTLIEB	11/16/11	WITH GCO COORDINATOR	SUBMITTED	SUBMITTED

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3. You will be taken to the S&D form.

Project: [I totally love Mount Sinai](#)

GCO #:

Principal Investigator: ALLISON GOTTLIEB

Co-Investigator: ALLISON GOTTLIEB

1. I am not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions (defined as being eligible to receive federal funds) by any federal department or agency.
2. I have not, within a 3-year period preceding an application for funding, been convicted of or had a civil judgment rendered against me for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
3. I am not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in (2) above.
4. I have not, within a 3-year period preceding this application, had one or more public transactions (federal, state, or local) terminated for cause or default.

I certify that the above statements are true and accurate

I am unable to certify that the above statements are true and accurate.

4. Please review the four statements on the form, click on the appropriate certification statement and then click on the Submit button.

Table: Status of S&D Form

Status	Key Personnel Must...
Not Started / Draft	... complete form.
In Preparation	... complete form.
Submitted	

Problems and Solutions

Problem: I did not receive an e-mail informing me to sign the S&D form.

Solution: Log on to Sinai Central > COI or GCO > Forms I must Complete.

You can also ask the [IT Help Desk](#) or [IT Security](#) to check whether you have more than one Sinai Central account, and whether your Active Directory account (username and password) is linked to the correct Sinai Central account.

Problem: I do not have a Sinai Central (SC) account to complete the form.

Solution: Please contact your departmental administrator for assistance with requesting an extranet Sinai Central account via [Sailpoint](#). Sailpoint instructions are also available [here](#).

Other Helpful Links

[Investigator Form \(IF\) Instructions](#)

The PI or delegate follows these instructions to create an Investigator Form (IF). The IF, once completed, generates the COI / S&D forms for project personnel to sign.

[Instructions for Completing Conflict of Interest \(COI\) Form](#)

Contact Information

Dept	This office...	Contact Info
GCO / ISMMS	... Answers S&D form questions	e-mail: grants@mssm.edu Tel# 824.8300 Ask to speak with a Grants Coordinator
OGARA/Member Hospitals	... Answers S&D form questions	e-mail: OGARA@chpnet.org
IT, Development Center	... Fixes technical issues if the form malfunctions	itdc@mssm.edu