



Icahn School of Medicine at Mount Sinai

Grants and Contracts Office
One Gustave L. Levy Place, Box 1075
New York, NY 10029-6574
Phone: 212.824.8300
Facsimile: 212.241.3294
Email: grants@mssm.edu

Memorandum

To: All Faculty and Staff
From: Allison Gottlieb, Director of Sponsored Programs Education
Date: June 2, 2016
Subject: Institutional Information for Use in Grant and Contract Applications

Introduction

The purpose of this memorandum 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
CAGE Code:	1QSQ9
DUNS No.:	078861598
Entity Identification No.:	1-136171197-A1
FICE Code:	007026
Founding Date (School):	1963
Governmental Districts:	13th Congressional District 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 State Vendor ID: 1000027177

Participant Identification Code: 985934482
(EU Funded Projects)

Tax No.: 136171197

Type of Organization: Educational Institution
If additional information is required, you may also include private, nonprofit 501(c)(3).

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

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

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

Ms. Rebecca J. Balentine
Associate Director, Grants and Contracts
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
Effective Date: January 3, 2012
Expiration Date: January 31, 2017
PPHS Identification Number: 01

2. Chair

Glenn Martin, MD, DFAPA, Senior Associate Dean for Human Subjects Research, Executive Director Icahn School of Medicine at Mount Sinai
One Gustave L. Levy Place, Box 1081
New York, NY 10029-6574
Tel: (212) 824-8200 Fax: (212) 876-6789
E-mail: glenn.martin@mssm.edu

B. Institutional Animal Care and Use Committee (IACUC)

1. Administrative Information

AAALAC Accreditation Date: February 10, 2015
IACUC Animal Welfare Assurance No: A3111-01
Effective Date: March 31, 2014
Expiration Date: March 30, 2017
AAALAC No: 002

2. Chair

Giorgio Martinelli, DSc, 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: February 18, 2016

2. Officer

Reginald W. Miller, DVM
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

1. Administrative Information

USAMRMC Facility Safety Plan
Effective Date: November 1, 2012
Expiration Date: November 1, 2017

2. Officer

Philip G. Hauck, MS, MSHS, CBSP, SM (NRM)
Icahn School of Medicine at Mount Sinai
One Gustave L. Levy Place, Box 1155
New York, NY 10029-6574
Tel: (212) 241-5169 / Fax: (212) 241-5550

E-Mail: philip.hauck@mssm.edu

E. Select Agents and Toxins Program Officer

Randy Albright, PhD
Responsible Officer

III. Financial Information

A. Administrative Information

Cognizant Federal Agency

Mr. Louis Martillotti
Department of Health and Human Services
26 Federal Plaza, Room 41-122
New York, NY 10278
(212) 264-0918

DHHS Rate Agreement Date:

November 9, 2015

B. Fiscal Officer

Mr. Stephen Harvey
Senior Vice President for Finance
Chief Financial Officer
Icahn School of Medicine at Mount Sinai
One Gustave L. Levy Place, Box 3500
New York, New York 10029-6574
Tel: (646) 605-4002 Fax: (646) 605-3049

C. Sponsored Projects Finance Director

Mr. Raj Appavu
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

D. NIH / HHS Salary cap: \$185,100 (eff. 1/10/16)

If you are applying for a Department of Health and Human Services (HHS) sponsored project and your institutional base salary (e.g. \$200,000) 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:

- | | |
|----------------|---------------------------|
| 1. Federal | 28% of Salaries and Wages |
| 2. Non-Federal | 29% of Salaries and Wages |

F. Facilities and Administrative (F&A) Rates:

- | | | |
|--|---|-------|
| 1. Federal | | |
| a. Research | On-Site | 69.5% |
| | Off-Site | 26.0% |
| b. Federal Training and Career Development | | 8.0% |
| c. Instruction/Training (Curriculum Development) | | 41.0% |
| d. Other Sponsored Programs | | 34.0% |
| 2. Industry | | |
| a. Clinical Trials and Related Research | | 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 | | 69.5% |
| Please see G. "Calculating F&A Expenses" for additional information. | | |
| 3. Non-Federal (Nonprofit) | | |
| a. Research and Other Funded Programs | | 25.0% |
| b. Training and Fellowships | | 8.0% |

Important: For non-federal (nonprofit) funded projects, please use above rates 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.

G. Calculating F&A Expenses

Please click on this ISMMS Finance policy and procedure memo for additional information.

http://icahn.mssm.edu/static_files/Test2/06081716/www.mssm.edu/finance/grant_restricted_funds/pdf/157.pdf

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

1. Federal Funded Projects (F.1) and Industry Funded Other Research (F.2.b)

The following expenses are excluded when calculating F&A costs:

- a. Alterations/Renovations: of \$1,000 or more unless allowed by the extramural funding agency

- b. Equipment: Effective 1/1/16, 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.
A complete definition for NIH sponsored projects is available at:
http://grants.nih.gov/grants/policy/nihgps_2013/nihgps_ch19.htm#research_patient_care_costs
- d. Subawards/Consortium/Contractual
All funds above \$25,000 per subawarding institution (“institution” is normally defined by having a unique DUNS number or NIH IPF number) are excluded when calculating F&A costs. The \$25,000 limit applies once for each subawarding institution within a project period.
- e. Tuition and Fees
- f. Genomic Arrays: as per NIH policy available at:
<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-10-097.html>

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.

- 2. Non-Federal Funded Projects
F&A costs are applied to all cost categories unless otherwise specified by the extramural funding agency.

IV. GCO Deadlines for Review and Approval of Applications

The GCO must be in receipt of the **COMPLETE AND FINAL** proposal, including completed and signed Conflict of Interest and Suspension and Debarment forms as appropriate, by these deadlines. Routing the application through the departments for approval occurs before GCO receipt. Please allow adequate time for this process, especially for applications that need to be routed to more than one department.

Application Type	Deadline
ISMMS Funded Projects	1 Business Day
Federal Non-Competitive Applications	2 Business Days prior to extramural funding agency deadline
Federal Competitive Grant and Contract Applications	5 Business days prior to extramural funding agency deadline by 11 am
All other funded project applications*	1 Business Day prior to extramural funding agency deadline

** Please contact your assigned 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., non- federal application with many subawards, international extramural funding agency application with nonstandard budget forms).*