

INSTRUCTIONS FOR COMPLETING THE FINANCIAL INTERESTS IN RESEARCH DISCLOSURE FORM ("FCOIR FORM")

WHO MUST COMPLETE THE FINANCIAL INTERESTS IN RESEARCH DISCLOSURE FORM (FCOIR FORM)?

All Mount Sinai Health System Investigators and personnel listed on the Grants and Contracts Office (GCO) Investigator Form ("IF") must complete the FCOIR Form. An investigator is defined as anyone responsible for the design, conduct or reporting of the study, and includes:

- Principal Investigator
- Key Personnel
- Anyone with a role that includes the word "Investigator" (Example: Co-Investigator)
- Primary Mentor on a Fellowship or Mentored Career Development Award
- Faculty Personnel, either key or non-key

If you are listed on the IF, you will receive an email notifying you to complete the FCOIR Form.

HOW DOES THE FCOIR FORM DIFFER FROM THE ANNUAL DISCLOSURE FORM?

Sinai Central is the platform for completing both forms. However, the forms differ in purpose and timing:

NAME OF FORM:	ALSO KNOWN AS:	PURPOSE:	WHEN DO YOU COMPLETE?
Annual Report of Outside Relationships	"Annual Form"	To disclose all financial interests that you have outside of your Mount Sinai employment.	1x/year, although you are expected to update it throughout the year if your financial interests change.
Financial Interests in Research Disclosure Form	"FCOIR Form"	To determine whether any of your financial interests pose actual or perceived conflicts with a proposed research project.	You must complete this form each time you submit a grant.

NOTE: Financial interests that you disclose on your Annual Form automatically import to the FCOIR Form
(Not imported to FCOIR Form: Direct payments from most charitable organizations, academic institutions, and government agencies; and direct payments under \$5,000 to you and/or a related party.)

STEP-BY-STEP INSTRUCTIONS FOR COMPLETING THE FCOIR FORM:

- **Accessing the Form:**
 - Log in to Sinai Central (<https://sinaicentral.mssm.edu/>) > Select GCO > Select Investigator Forms > Select form for your study
- **Entering Data:**
 - The Form consists of four (4) disclosure sections, and you must complete all of them:
 - Relationships with Outside Entities
 - Intellectual Property (Inventions/Patents/Copyrights/Royalties)
 - Equity Ownership
 - Institutional Financial Interests
 - On-screen instructions will guide you in completing each section of the form.

- To open a section, click on the section title (e.g., Relationships with Outside Entities).
- Enter your responses to each question in the section. Required fields are highlighted in red. Section titles will remain highlighted in red if the section is incomplete or contains errors.
- The data you enter is auto-saved. If you are interrupted, you can return to the form and pick up where you left off.
- When you have completed a section, click DONE (at the bottom of the section). You may reopen the form and edit your responses prior to completing and submitting the FCOIR Form.
- If you need to edit a response but have already submitted the form, see instructions below for amending the FCOIR Form.
- **Submitting the FCOI Form:** When you have finished all four sections:
 - Click DONE at the bottom of the FCOIR Form. This will refresh the page so that it displays in non-editable format.
 - Scroll down to the bottom of the form to the Attestation Statement, click the checkbox and select SUBMIT.
- **Amending the Financial Interests in Research Disclosure Form:** To amend your FCOIR Form after you have submitted it:
 - Open the form and click AMEND at the top of the screen.
 - The form will return to editable mode and DRAFT status.
 - If you have amended your Annual Form since the original FCOIRC submission, you can import the revised data by clicking the Import Relationships button at the top of FCOIR Form.
 - Complete each section, and click DONE at the bottom of the form for each section.
 - Once you have finished making changes, click the DONE button.
 - Scroll down to the bottom of the form to the attestation statement, click on the checkbox, and select SUBMIT.
 - When you resubmit the form you will see an updated certification date at the bottom of the form.

For questions about the Annual Form or the FCOIR Form, contact the Conflicts of Interest (COI) Hotline at 212-241-0845.