

INSTRUCTIONS FOR COMPLETING THE ANNUAL REPORT OF OUTSIDE RELATIONSHIPS

Section 1 – LOGGING IN TO THE ANNUAL REPORT:

- Log in to Sinai Central at the following link: <http://sinaicentral.mssm.edu/>.
- Enter Username, Password and choose affiliation; click "Log into Sinai Central". If you're new to Sinai Central, click "Activate Your Account" and follow instructions. If you've forgotten login information and are an employee, click "Forgot your password" and follow instructions or call the contact number listed under "For Login, Username & Password Help. All others please call Academic Computing at 212-241-7091 for assistance.
- Once you have logged in and reached your Sinai Central homepage, click the 'COI' link on left-side menu.

NOTE: If 'COI' does not appear in the menu, please contact the COI Office for assistance at (212) 241-4071.

Section 2 – NAVIGATING THE ANNUAL REPORT:

- Click "Annual Report of Outside Relationships".
- Click the 'paper icon' to the left of your name in top row (current year).
- Please note that even if you have nothing to declare, you still must go into each section of the form, answer "No" to each question and click the DONE button at the bottom of each section. When you have finished each section you will be returned to the report's "Sections" page.
- All sections and relationships requiring review appear in RED. Click on the RED item to open the page; RED will turn BLACK once fully completed.
- If you reported information on last year's form, that information will pre-populate Section I of your form and appear in RED. Please review and ensure accuracy of pre-populated data. Review each entry and amend as necessary. You will be required to check-off a box indicating that you have reviewed the information.
- All required fields are highlighted in PINK.
- Information is automatically saved after you enter it and can be edited before you click the "Submit" button.
- Click "Done" at the bottom of each page after you complete the item or section.

Section 3 - FINISHING THE FORM AND ELECTRONICALLY SIGNING THE ATTESTATION:

- Click DONE at bottom of the “Sections” page or click REVIEW AND SUBMIT button at top of page to submit form. This will convert the report into a printable form, with text no longer editable.
- If you need to modify any information you entered, click “Sections” button at top of page, make edits then click either DONE or REVIEW AND SUBMIT button again.
- If satisfied with information you’ve entered, scroll to bottom of page, click the check box in the CERTIFICATION BOX (i.e., electronic signature) and click SUBMIT.
- After the screen refreshes you should see a certification date at bottom of your printable form.
- You will receive an e-mail indicating that your form has been successfully completed and is in SUBMITTED status.

Thank you for your cooperation, and please call the COI Helpline at 212-241-0845 if you have any questions.

The Mount Sinai Financial Conflicts of Interest in Research policy can be found at:

<http://icahn.mssm.edu/about-us/services-and-resources/faculty-resources/handbooks-and-policies/faculty-handbook/institutional-policies/policy>

The Mount Sinai Business Conflicts of Interest policy can be found at:

<http://policies.mountsinai.org/web/corporate-compliance/policies/-/policy-management/viewPolicy/277231>

For questions related to the Faculty and Research Conflicts of Interest program, please contact Ken Brower at kenneth.brower@mssm.edu.

For questions related to the Staff Conflicts of Interest program, please contact Vivian Dillon at Vivian.Dillon@mountsinai.org or Alma Azua-Cassady at alma.azua-cassady@mountsinai.org.