

This tool does not work in **Firefox**.

Please use **Chrome** or **Internet Explorer**



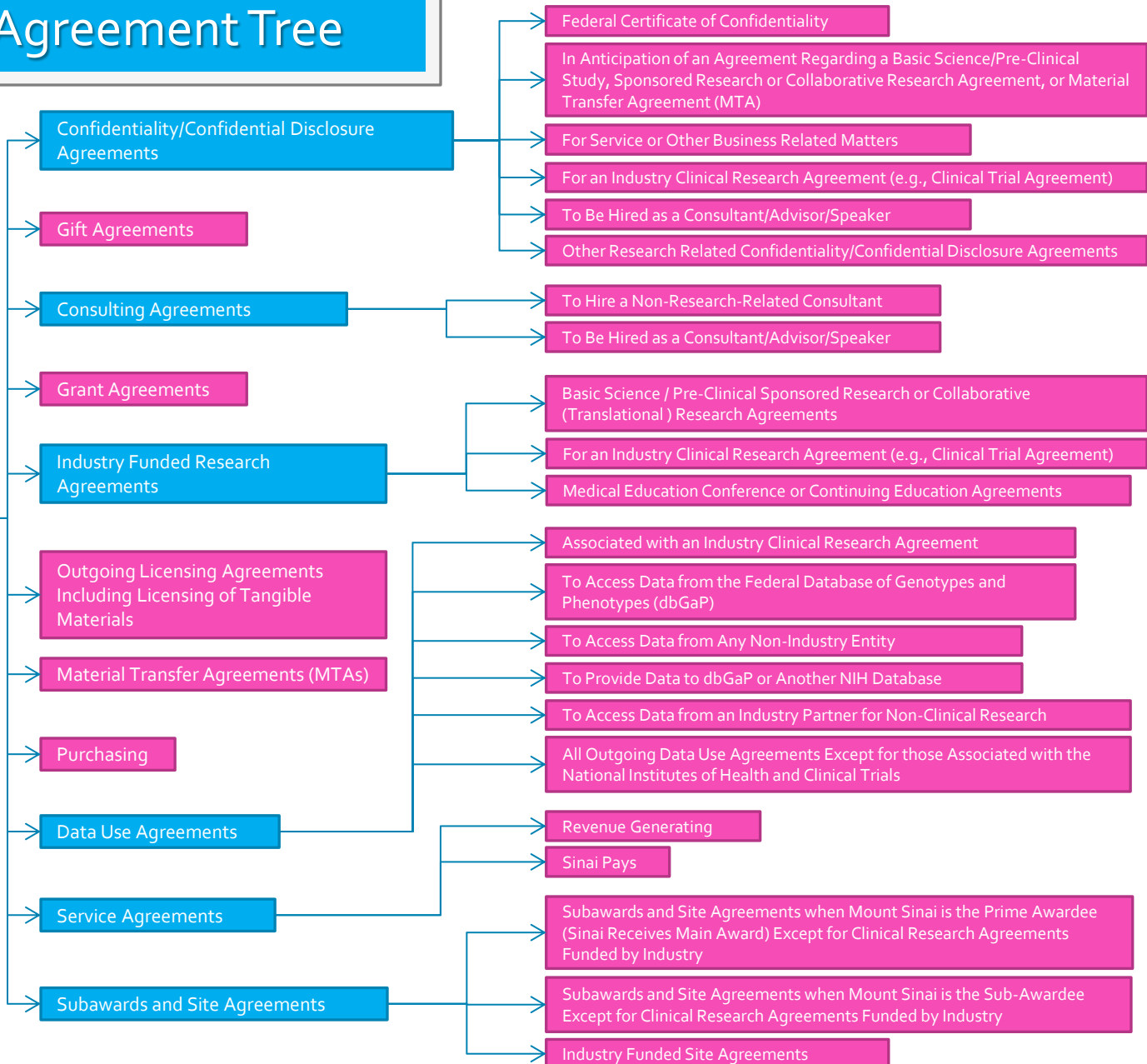
Icahn  
School of  
Medicine at  
**Mount  
Sinai**

## Agreement Tree

Use this tool and in just 1-2 clicks, find out what to do with the agreement you are working on now. [Click here to enter.](#)

# The Agreement Tree

## Agreements



Click on the agreement type of the document you would like to manage.

# Types of Agreements

- Confidentiality/Confidential Disclosure Agreements
- Consulting Agreements
- Gift Agreements
- Grant Agreements
- Industry Funded Research Agreements
- Outgoing Licensing Agreements Including Licensing of Tangible Materials
- Material Transfer Agreements (MTAs)
- Purchasing
- Data Use Agreements
- Service Agreements
- Subawards and Site Agreements

# Confidentiality/Confidential Disclosure Agreements

*As a general rule, confidentiality agreements tend to be in anticipation of a future agreement. Whichever office would handle the future agreement also handles the preceding CDA.*

- Federal Certificate of Confidentiality
- In Anticipation of an Agreement Regarding a Basic Science/Pre-Clinical Study, Sponsored Research or Collaborative Research Agreement, or Material Transfer Agreement (MTA)
- For Service or Other Business Related Matters
- For an Industry Clinical Research Agreement (e.g., Clinical Trial Agreement)
- To Be Hired as a Consultant/Advisor/Speaker
- Other Research Related Confidentiality/Confidential Disclosure Agreements

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## Federal Certificate of Confidentiality

- Send to: [IRB@mssm.edu](mailto:IRB@mssm.edu)
- Reviewed by: Program for the Protection of Human Subjects (PPHS)
- Signed by: Dennis Charney, MD, Anne and Joel Ehrenkranz Dean, Icahn School of Medicine at Mount Sinai, President for Academic Affairs, Mount Sinai Health System

Note: Do not send directly to Dr. Charney who requires pre-approval from the PPHS.

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## In Anticipation of an Agreement Regarding a Basic Science/Pre-Clinical Study, Sponsored Research or Collaborative Research Agreement, or Material Transfer Agreement (MTA)

- Log in to: <https://msip.inteum.com/msip/agreementportal>, request an agreement, select and fill out the appropriate request form, and attach any additional files.
- Contact: [julie.durocher@mssm.edu](mailto:julie.durocher@mssm.edu)  
Julie Durocher, Contracts Paralegal, Mount Sinai Innovation Partners (MSIP)
- Reviewed (negotiated, drafted) by: Mount Sinai Innovation Partners
- Signed by: Sybil Lombillo, PhD, JD, Director, Intellectual Property and Asset Development or Robert Hellauer, Director of Finance and Operations

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## For Service or Other Business Related Matters

- Send to: [ines.velez-montano@mssm.edu](mailto:ines.velez-montano@mssm.edu)
- Reviewed by: Contracts Review Office of the CEO
- Signed by: Jeff Silberstein, Executive Vice President or Connie Klepper, Senior Vice President Business Development

Note: Service related confidentiality agreements are rarely appropriate for research. If in doubt, contact Grants and Contracts Office.

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## For an Industry Clinical Research Agreement (e.g., Clinical Trial Agreement)

- Login to [MediTract](#) and submit through the process manager.\*
- Reviewed by: Financial Administration of Clinical Trials Services (FACTS)
- Signed by: Rosaria McEntee, Associate Director of Finance

\*If you do not have a MediTract account, please email the FACTS Office for information about how to set up an account.



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# To Be Hired as a Consultant/Advisor/Speaker

## For Faculty

- Send to: [kenneth.brower@mssm.edu](mailto:kenneth.brower@mssm.edu)  
Ken Brower, Director of the Conflicts of Interest Office, 212-241-4071
- Reviewed by: ISMMS Conflicts of Interest (COI) Office
- Approved by: Department Chair

## Additional for Chairs

- Approved by: Dennis Charney, MD, Anne and Joel Ehrenkranz Dean, Icahn School of Medicine at Mount Sinai, President for Academic Affairs, Mount Sinai Health System

Note: For additional details and required forms, please refer to the COI website:  
<http://icahn.mssm.edu/research/resources/conflict-of-interest-coi>

## For Staff

- Send to: [compliance.info@mountsinai.org](mailto:compliance.info@mountsinai.org)
- Reviewed by: Office of Corporate Compliance, Vivian Dillon, Senior Director of Corporate Compliance and Alma Azua-Cassady, Compliance Manager
- Approved by: Office of Corporate Compliance and the Chairman or Senior Vice President in charge of their department

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## Other Research Related Confidentiality/Confidential Disclosure Agreements

- Send to: [contracts@mssm.edu](mailto:contracts@mssm.edu)
- Reviewed by: Grants and Contracts Office (GCO)
- Signed by: Jessica Moise, Grants and Contracts Officer, Senior Associate Dean for Sponsored Programs; Michael King, Director, GCO; or Rebecca Balentine, Associate Director, GCO

# Consulting Agreements

- To Hire a Non-Research-Related Consultant
- To Be Hired as a Consultant/Advisor/Speaker

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## To Hire a Non-Research-Related\* Consultant

- Send to: [ines.velez-montano@mssm.edu](mailto:ines.velez-montano@mssm.edu) or upload on [Sinai Central](#)>Finance>Transactions>New>Contract>Attachments>Available Documents  
User selects and completes appropriate template.
- Reviewed by: Contracts Review Office of the CEO
- Signed by: Jeff Silberstein, Executive Vice President or Connie Klepper, Senior Vice President Business Development

\*Note: If the consultant is for the purpose of assisting with the conduct of research, then contact Julie Durocher [julie.durocher@mssm.edu](mailto:julie.durocher@mssm.edu), Contracts Paralegal, Mount Sinai Innovation Partners.

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# To Be Hired as a Consultant/Advisor/Speaker

## For Faculty

- Send to: [kenneth.brower@mssm.edu](mailto:kenneth.brower@mssm.edu)  
Ken Brower, Director of the Conflicts of Interest Office, 212-241-4071
- Reviewed by: ISMMS Conflicts of Interest (COI) Office
- Approved by: Department Chair

## Additional for Chairs

- Approved by: Dennis Charney, MD, Anne and Joel Ehrenkranz Dean, Icahn School of Medicine at Mount Sinai, President for Academic Affairs, Mount Sinai Health System

Note: For additional details and required forms, please refer to the COI website:  
<http://icahn.mssm.edu/research/resources/conflict-of-interest-coi>

## For Staff

- Send to: [compliance.info@mountsinai.org](mailto:compliance.info@mountsinai.org)
- Reviewed by: Office of Corporate Compliance, Vivian Dillon, Senior Director of Corporate Compliance and Alma Azua-Cassady, Compliance Manager
- Approved by: Office of Corporate Compliance and the Chairman or Senior Vice President in charge of their department

## Gift Agreements

- Send to: [elizabeth.mcmahon@mountsinai.org](mailto:elizabeth.mcmahon@mountsinai.org)  
Elizabeth McMahon, Executive Director, Institutional Relations (646-605-8701)
- Reviewed by: Development Department
- Signed by: Mark Kostegan, FAHP, Senior Vice President for Development

## Grant Agreements

### From Federal, State, Non-Federal (e.g. Foundation) Funding Agencies

- Send to: [contracts@mssm.edu](mailto:contracts@mssm.edu)
- Reviewed by: Grants and Contracts Office (GCO)
- Signed by: Jessica Moise, Grants and Contracts Officer, Senior Associate Dean for Sponsored Programs; Michael King, Director, GCO; or Rebecca Balentine, Associate Director, GCO

Note: If significant intellectual property terms, GCO will coordinate review with Mount Sinai Innovation Partners.

# Industry Funded Research Agreements

- Basic Science / Pre-Clinical Sponsored Research or Collaborative (Translational ) Research Agreements
- Industry Clinical Research Agreement (e.g., Clinical Trial Agreement)
- Medical Education Conference or Continuing Education Agreements



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## Basic Science / Pre-Clinical Sponsored Research or Collaborative (Translational ) Research Agreements

- Log in to: <https://msip.inteum.com/msip/agreementportal>, request an agreement, select and fill out the appropriate request form, and attach any additional files.
- Contact: [julie.durocher@mssm.edu](mailto:julie.durocher@mssm.edu)  
Julie Durocher, Contracts Paralegal, Mount Sinai Innovation Partners (MSIP)
- Reviewed (negotiated, drafted) by: Mount Sinai Innovation Partners
- Signed by: Sybil Lombillo, PhD, JD, Director, Intellectual Property and Asset Development

Note: If no significant intellectual property issues in standard sponsored research agreements, MSIP may give to the Grants and Contracts Office for review.

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## Industry Clinical Research Agreement (e.g., Clinical Trial Agreement)

- Login to [MediTract](#) and submit through the process manager.\*
- Reviewed by: Financial Administration of Clinical Trials Services (FACTS)
- Signed by: Rosaria McEntee, Associate Director of Finance

\*If you do not have a MediTract account, please email the FACTS Office for information about how to set up an account.

Note: If the agreement involves collaboration in that ISMMS staff are contributing to the development of the protocol or potential product such as a diagnostic, then FACTS engages Mount Sinai Innovation Partners (MSIP) as needed.

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## Medical Education Conference or Continuing Education Agreements

- Send to: [alfie.truchan@mssm.edu](mailto:alfie.truchan@mssm.edu)
- Reviewed by: Medical Education Department
- Signed by: Alfie Truchan, Director, Continuing Medical Education

## Outgoing Licensing Agreements Including Licensing of Tangible Materials

- Send to: [julie.durocher@mssm.edu](mailto:julie.durocher@mssm.edu)  
Julie Durocher, Contracts Paralegal, Mount Sinai Innovation Partners (MSIP)
- Reviewed (drafted, negotiated) by: Mount Sinai Innovation Partners
- Signed by: Erik Lium, PhD, Vice President, MSIP

## Material Transfer Agreements (MTAs)

- Log in to: <https://msip.inteum.com/msip/agreementportal>, request an agreement, select and fill out the appropriate request form, and attach any additional files.
- Contact: [julie.durocher@mssm.edu](mailto:julie.durocher@mssm.edu)  
Julie Durocher, Contracts Paralegal, Mount Sinai Innovation Partners (MSIP)
- Reviewed by: Mount Sinai Innovation Partners
- Signed by: Sybil Lombillo, PhD, JD, Director, Intellectual Property and Asset Development or Robert Hellauer, Director of Finance and Operations

## Purchasing

- Processed through:  
[Sinai Central](#)>Finance>Transactions>New>Contract
- Reviewed by: Purchasing
- Signed by: Stephen Harvey, Sr. Vice President, Chief Financial Officer

Contact Michael DeMartis ([Michael.DeMartis@mountsinai.org](mailto:Michael.DeMartis@mountsinai.org) or 646-605-7436) with any questions.

# Data Use Agreements

- Associated with an Industry Clinical Research Agreement
- To Access Data from the Federal Database of Genotypes and Phenotypes (dbGaP)
- To Access Data from Any Non-Industry Entity
- To Provide Data to dbGaP or Another NIH Database
- To Access Data from an Industry Partner for Non-Clinical Research
- All Outgoing Data Use Agreements Except for those Associated with the National Institutes of Health and Clinical Trials

## Associated with an Industry Clinical Research Agreement

- Login to [MediTract](#) and submit through the process manager.\*
- Reviewed by: Financial Administration of Clinical Trials Services (FACTS)
- Signed by: Rosaria McEntee, Associate Director of Finance

\*If you do not have a MediTract account, please email the FACTS Office for information about how to set up an account.



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## To Access Data from the Federal Database of Genotypes and Phenotypes (dbGaP)

- Send to: Automatic routing through [online dbGaP Authorized Access System](#)
- Reviewed by: Grants and Contracts Office (GCO)
- Signed by: Jessica Moise, Grants and Contracts Officer, Senior Associate Dean for Sponsored Programs, Michael King, Director, GCO, or Rebecca Balentine, Associate Director, GCO

Note: Do not use personal email addresses (e.g., gmail, hotmail). IT representative listed may be Bill Fultz, Kumar Chatani or Patricia Kovatch.

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## To Access Data from Any Non-Industry Entity

- Send to: [contracts@mssm.edu](mailto:contracts@mssm.edu)
- Reviewed by: Grants and Contracts Office (GCO)
- Signed by: Jessica Moise, Grants and Contracts Officer, Senior Associate Dean for Sponsored Programs, Michael King, Director, GCO, or Rebecca Balentine, Associate Director, GCO

Note: If this is to access a “limited data set,” and the entity does not have a template agreement, you can obtain a “Data Use Agreement: For Mount Sinai Researchers” template from the Program for the Protection of Human Subjects (PPHS) site and ***then proceed as instructed above***. Click [here](#) to download it.

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## To Provide Data to dbGaP or Another NIH Database

- Send to: [contracts@mssm.edu](mailto:contracts@mssm.edu)
- Reviewed by: Grants and Contracts Office (GCO)
- Signed by: Jessica Moise, Grants and Contracts Officer, Senior Associate Dean for Sponsored Programs, Michael King, Director, GCO, or Rebecca Balentine, Associate Director, GCO

Note: If the data repository requires an attestation by Mount Sinai before it can accept data, the attestation should be forwarded to GCO at [contracts@mssm.edu](mailto:contracts@mssm.edu) with the agreement for review. GCO will work directly with Program for the Protection of Human Subjects (PPHS) to secure their required input.

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## To Access Data from an Industry Partner for Non-Clinical Research

- Log in to: <https://msip.inteum.com/msip/agreementportal>, request an agreement, select and fill out the appropriate request form (Other, in this case), and attach any additional files.
- Reviewed by: Mount Sinai Innovation Partners
- Signed by: Sybil Lombillo, PhD, JD, Director, Intellectual Property and Asset Development or Robert Hellauer, Director of Finance and Operations

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## All Outgoing Data Use Agreements Except for those Associated with the National Institutes of Health and Clinical Trials

- Log in to: <https://msip.inteum.com/msip/agreementportal>, request an agreement, select and fill out the appropriate request form (Other, in this case), and attach any additional files.
- Reviewed by: Mount Sinai Innovation Partners
- Signed by: Sybil Lombillo, PhD, JD, Director, Intellectual Property and Asset Development or Robert Hellauer, Director of Finance and Operations

Note: If this is to access a “limited data set,” and the entity does not have a template agreement, you can obtain a “Data Use Agreement: For Non-Mount Sinai Researchers” template from the Program for the Protection of Human Subjects (PPHS) site and ***then proceed as instructed above***. Click [here](#) to download it.

# Service Agreements

- Revenue Generating
- Sinai Pays

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## Revenue Generating

- Send to: [ines.velez-montano@mssm.edu](mailto:ines.velez-montano@mssm.edu)
- Reviewed by: Contracts Review Office of the CEO
- Signed by: Jeff Silberstein, Executive Vice President or  
Connie Klepper, Senior Vice President Business  
Development

Note: Service agreements are rarely appropriate for research.  
If in doubt, contact the Grants and Contracts Office.

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## Sinai pays

- Submit through:  
[Sinai Central](#)>Finance>Transactions>New>Contract>Attachments> Available Documents  
User selects and completes appropriate template.
- Reviewed by: Contracts Review Office of the CEO
- Signed by: Jeff Silberstein, Executive Vice President or  
Connie Klepper, Senior Vice President Business  
Development

Note : Service Agreements are rarely appropriate for research.  
If in doubt, contact the Grants and Contracts Office.



# Subawards and Site Agreements

- Subawards and Site Agreements when Mount Sinai is the Prime Awardee (Sinai Receives Main Award) Except for Clinical Research Agreements Funded by Industry
- Subawards and Site Agreements when Mount Sinai is the Sub-Awardee Except for Clinical Research Agreements Funded by Industry
- Industry Funded Site Agreements

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## Subawards and Site Agreements when Mount Sinai is the Prime Awardee (Sinai Receives Main Award) Except for Clinical Research Agreements Funded by Industry

- Contact: [SubContractAgreements@mountsinai.org](mailto:SubContractAgreements@mountsinai.org)
- Prepared by: Sponsored Projects Accounting
- Signed by: Jessica Moise, Grants and Contracts Officer, Senior Associate Dean for Sponsored Programs; Michael King, Director, Grants and Contracts Office (GCO); or Rebecca Balentine, Associate Director, GCO

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## Subawards and Site Agreements when Mount Sinai is the Sub-Awardee Except for Clinical Research Agreements Funded by Industry

- Send to: [contracts@mssm.edu](mailto:contracts@mssm.edu)
- Reviewed by: Grants and Contracts Office (GCO)
- Signed by: Jessica Moise, Grants and Contracts Officer, Senior Associate Dean for Sponsored Programs; Michael King, Director, GCO; or Rebecca Balentine, Associate Director, GCO

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## Industry Funded Site Agreements

- Login to [MediTract](#) and submit through the process manager.\*
- Reviewed by: Financial Administration of Clinical Trials Services (FACTS)
- Signed by: Rosaria McEntee, Associate Director of Finance

\*If you do not have a MediTract account, please email the FACTS Office for information about how to set up an account.