

This tool's links may not work with your browser.

Please **save** the **latest version** and open as a PDF.



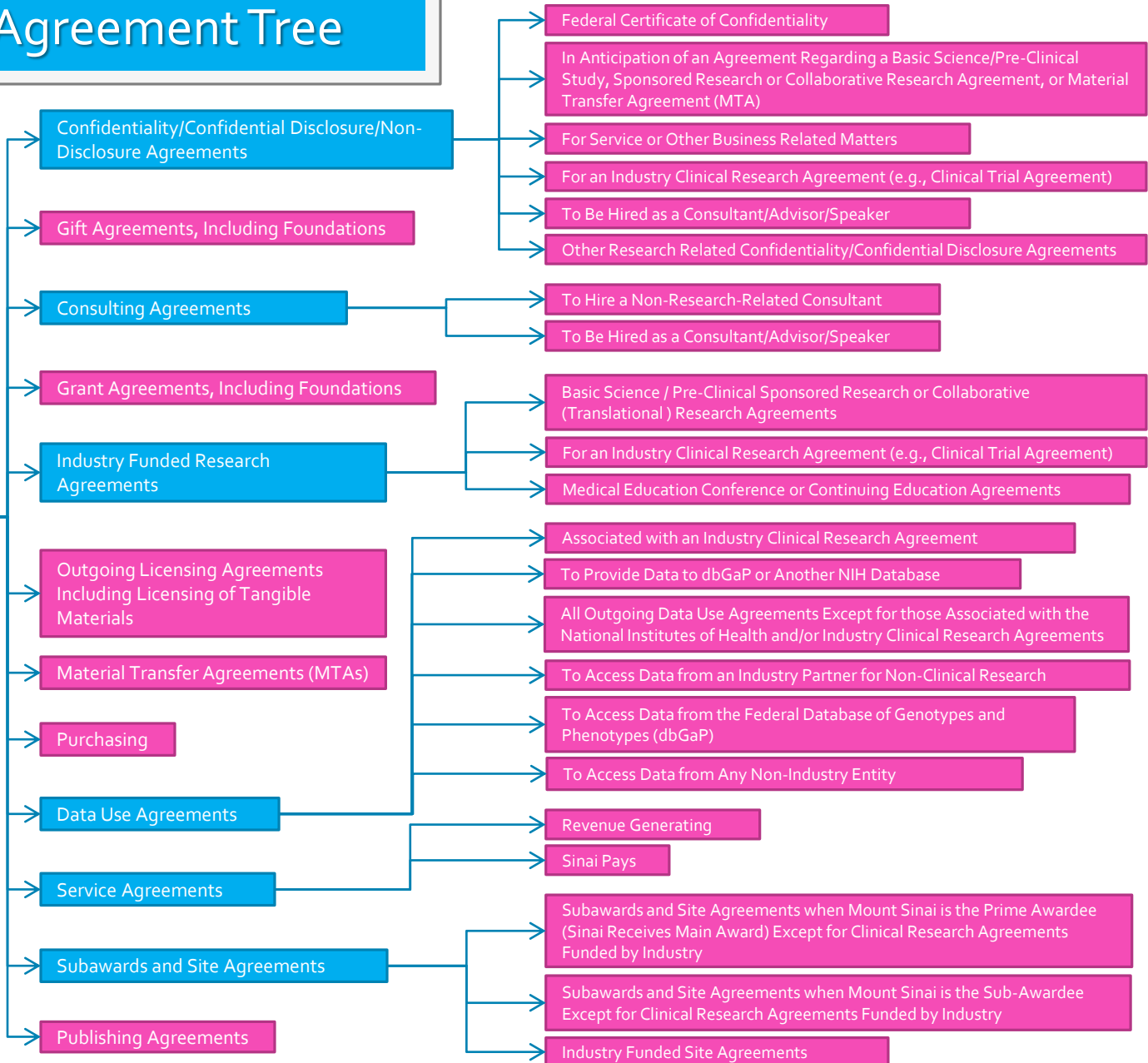
Icahn
School of
Medicine at
**Mount
Sinai**

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/Non-Disclosure Agreements
- Consulting Agreements
- Gift Agreements, Including Foundations
- Grant Agreements, Including Foundations
- 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
- Publishing Agreements

Confidentiality/Confidential Disclosure/ Non-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

- [Return to Types of Agreements](#)
- [Return to Confidentiality/Confidential Disclosure Agreements](#)

Federal Certificate of Confidentiality

- Send to: 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.

- [Return to Types of Agreements](#)

- [Return to Confidentiality/Confidential Disclosure Agreements](#)

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
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

- [Return to Types of Agreements](#)
- [Return to Confidentiality/Confidential Disclosure Agreements](#)

For Service or Other Business Related Matters

- Send to: 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.

- [Return to Types of Agreements](#)

- [Return to Confidentiality/Confidential Disclosure Agreements](#)

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.

- [Return to Types of Agreements](#)
- [Return to Confidentiality/Confidential Disclosure Agreements](#)

To Be Hired as a Consultant/Advisor/Speaker

For Faculty

- Send to: 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
- 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

- [Return to Types of Agreements](#)
- [Return to Confidentiality/Confidential Disclosure Agreements](#)

Other Research Related Confidentiality/ Confidential Disclosure/Non-Disclosure Agreements

- Send to: 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 Amanda Amescua, Assistant Director, GCO

Consulting Agreements

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

- [Return to Types of Agreements](#)
- [Return to Consulting Agreements](#)

To Hire a Non-Research-Related* Consultant

- Send to: 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, Contracts Paralegal, Mount Sinai Innovation Partners.

- [Return to Types of Agreements](#)
- [Return to Consulting Agreements](#)

To Be Hired as a Consultant/Advisor/Speaker

For Faculty

- Send to: 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
- 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, Including Foundations

- Send to: 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

Note: When an agreement is for philanthropic support from a foundation, corporate foundation, or corporation, the PI should contact the Development Office, Corporate and Foundation Relations Department to obtain the appropriate signature(s) from the Senior Vice President for Development, and on occasion from the President and CEO and/or the Dean.

Grant Agreements, Including Foundations

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

- Send to: 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 Amanda Amescua, Assistant 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

- [Return to Types of Agreements](#)
- [Return to Industry Funded Research Agreements](#)

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
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.

- [Return to Types of Agreements](#)
- [Return to Industry Funded Research Agreements](#)

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.

- [Return to Types of Agreements](#)
- [Return to Industry Funded Research Agreements](#)

Medical Education Conference or Continuing Education Agreements

- Send to: peter.brodhead@mssm.edu
- Reviewed by: Medical Education Department
- Signed by: Peter Brodhead, Director, Continuing Medical Education

Outgoing Licensing Agreements Including Licensing of Tangible Materials

- Send to: 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
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 or 646-605-7436) with any questions.

Data Use Agreements

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

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.

To Provide Data to dbGaP or Another NIH Database

- Send to: irb@mssm.edu
- Reviewed by: Program for the Protection of Human Subjects (PPHS)
- Signed by: Glenn Martin, MD, Senior Associate Dean for Human Subjects Research

Please be aware that NIH may require that the Grants and Contracts Office email the document signed by Dr. Martin.

All Outgoing Data Use Agreements Except for those Associated with the National Institutes of Health and/or Industry Clinical Research Agreements

- 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.

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

- [Return to Types of Agreements](#)
- [Return to Data Use Agreements](#)

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 Amanda Amescua, Assistant Director, GCO

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

- [Return to Types of Agreements](#)
- [Return to Data Use Agreements](#)

To Access Data from Any Non-Industry Entity

- Send to: 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 Amanda Amescua, Assistant 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.

Service Agreements

- Revenue Generating
- Sinai Pays

- [Return to Types of Agreements](#)
- [Return to Service Agreements](#)

Revenue Generating

- Send to: 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.

- [Return to Types of Agreements](#)
- [Return to Service Agreements](#)

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

- [Return to Types of Agreements](#)
- [Return to 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

- Contact: 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 Amanda Amescua, Assistant Director, GCO

- [Return to Types of Agreements](#)
- [Return to Subawards and Site Agreements](#)

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

- Send to: 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 Amanda Amescua, Assistant Director, GCO

- [Return to Types of Agreements](#)
- [Return to Subawards and Site Agreements](#)

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.

Publishing Agreements

- Send to: gali.halevi@mssm.edu
Gali Halevi, MLS, PhD, Chief Director of Mount Sinai Health System Libraries
- Reviewed by: Gali Halevi, MLS, PhD, Chief Director of Mount Sinai Health System Libraries

Note: This is an optional service. For agreements that PIs sign, PIs are encouraged to forward the agreement to Gali Halevi, who can advise on journal type and access rights to articles.

The library does not provide legal advice or negotiate with publishers.