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<th>Why</th>
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| ☐                | All Types Required           | Sinai Central Account                                               | Sinai Central is the system used to manage HR and Finance transactions as well as Conflict of Interest in Research reporting.     | Mount Sinai Hospital Employees:  
                      ITHelpDesk@mssinai.org  
                      212-241-4357                  |
|                  |                               |                                                                      | In order to obtain login to Sinai Central:  
1. Go to "https://sinaicentral.mssm.edu/"  
2. Select Activate Account  
3. Follow the instructions.  
You will need your Login network, S.S. #, and DOB.  
5. Follow the instructions. You will need your Life #, S.S. #, and DOB.     | Icahn School Employees:  
                        ASCIT@mssm.edu  
                        212-241-7091                  |
|                  |                               |                                                                      | Training can be accessed by:  
1. Log into PEAK, Mount Sinai's employee e-learning system. You can log into PEAK using your network login ID and Password at: "http://peak.mountsinai.org".  
2. Select Online Courses  
3. Select Research Courses  
4. Select Financial Conflict of Interest In Research Apr 2016 Course | Mount Sinai  
Beth Israel/St. Luke's/West Employees:  
                        212-523-6486                  |
|                  |                               |                                                                      | Visit "http://icahn.mssm.edu/research/portal/getting-started" (within the MSHS firewall), and enter your MSHS email address under "Research Listserv" to add yourself or edit your subscription preferences. | New York Eye & Ear Employees:  
                        212-979-4273                  |
| ☐                | All Types Required           | Conflict of Interest Training                                       | This mandatory training summarizes the Conflicts of Interest in Research Policy and how to report on-line using Sinai Central.      | Conflict of Interest Helpline  
                        212-241-0845                  |
|                  |                               |                                                                      |                                                                                                                                                  |
| ☐                | All Types Required           | Research Listserv                                                   | This is the distribution list used to communicate important information to the Mount Sinai Health System research community.      | research.resources@mssm.edu                  |
|                  |                               |                                                                      | Visit "http://icahn.mssm.edu/research/portal/getting-started" (within the MSHS firewall), and enter your MSHS email address under "Research Listserv" to add yourself or edit your subscription preferences. |                                                                                                                                                |
| ☐                | All Types Required           | Ideate                                                              | Ideate is a web-based* logic-driven system that manages the electronic submission process for IACUC and IRB approvals. All members of research teams using Ideate must have an Ideate account, and they each must upload their CV into their Ideate profile. If a member of the research team does not have an Ideate account with their CV uploaded, they cannot be included in any research protocols. *Ideate must be accessed via the Firefox browser. |                                                                                                                                                |

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| NSF Grant Application – Login ID - Other Authorized User (OAU) |      |     | Step 1. E-mail grants@mssm.edu with your first and last name, e-mail address, highest degree, year conferred and specify role as: “Other Authorized User.”  
Step 2. Ask the PI to create a PIN # to the proposal so you can access the application: “https://www.fastlane.nsf.gov/NSFHelp/flashHelp/fastlane/FastLane_Help/fastlane_help.htm#fastlane_help_for_proposal_functions.htm” >Search: “Create a Proposal PIN”  
Step 3: Ask the PI to provide you with the PIN and Proposal ID. | grants@mssm.edu Grants and Contracts Office | |
| NIH Grant Application – ERA Commons login ID - Assistant |      |     | Step 1. E-mail grants@mssm.edu with your first and last names, role as “Assistant,” and e-mail address and be sure to indicate if an account already exists from a previous institution.  
Step 2. Ask the PI to delegate authority (e.g., assist with preparing proposals) by following these instructions: “https://era.nih.gov/erahelp/commons/default.htm#Commons/L_Admin/delegations/delegate_auth_own.htm?Highlight=delegate”. | grants@mssm.edu Grants and Contracts Office | |
| Hazard Communication and GHS |      |     | Training requirements and links to online training or documentation can be found at: “http://intranet1.mountsinai.org/compliance/envhs/labSafetyTraining.asp”.  
1. Login to PEAK (“http://peak.mountsinai.org”).  
2. Select Online Courses  
3. Select Compliance Learning Hub  
4. Select Environmental Health and Safety  
5. Select “Click Here to Start this Course” | AskEHS@mssm.edu | |

For corrections, updates, or feedback email research.services@mssm.edu.  
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| ✓ Lab/Biological & Human Subjects | Personal Protective Equipment | This course will review the personal protective equipment program, which is designed to protect Mount Sinai employees from hazards which cannot otherwise be controlled. The topics covered include eye/face protection, head protection, hearing protection, foot protection, hand protection and body protection. | Training requirements and links to online training or documentation can be found at: “http://intranet1.mountsinai.org/compliance/envhs/labSafetyTraining.asp”.
1. Login to PEAK ("http://peak.mountsinai.org").
2. Select Online Courses
3. Select Compliance Learning Hub
4. Select Environmental Health and Safety
5. Select "Click Here to Start this Course" | AskEHS@mssm.edu |
| □ Lab/Biological & Human Subjects | Principles of Biosafety | This course will serve to acquaint you with some of the principle concepts and terminology found in Biosafety, and present the basic practices to use to protect yourself from the hazards of handling biological agents. It is administered by the Biosafety Officer, who can be reached at 212-241-5169. | Training requirements, including required frequency and populations, are detailed in the Research Training Matrix found here: "http://intranet1.mountsinai.org/compliance/envhs/documents/2017_EH&S-Research_Training_Matrix.pdf".
1. Login to PEAK ("http://peak.mountsinai.org").
2. Select Online Courses
3. Select Compliance Learning Hub
4. Select Environmental Health and Safety
5. Select "Click Here to Start this Course" | AskEHS@mssm.edu |
| □ Lab/Biological & Human Subjects | Bloodborne Pathogens and Exposure Control in Research Settings | This presentation is the first in the EH&S Bloodborne Pathogen training series and is a required component of the OSHA Standard 29 CFR 1910.1030 and is required for any researchers with the potential to be exposed to or actively working with blood borne pathogens. | Training requirements, including required frequency and populations, are detailed in the Research Training Matrix found here: "http://intranet1.mountsinai.org/compliance/envhs/documents/2017_EH&S-Research_Training_Matrix.pdf".
1. Login to PEAK ("http://peak.mountsinai.org").
2. Select Online Courses
3. Select Compliance Learning Hub
4. Select Environmental Health and Safety
5. Select "Click Here to Start this Course" | AskEHS@mssm.edu |
| □ Lab/Biological & Human Subjects | Bloodborne Pathogens and Exposure Control in HIV/HBV/HCV Laboratories | This presentation is the second in the EH&S Bloodborne Pathogen training series and is a required component of the OSHA Standard 29 CFR 1910.1030 and is required for any researchers working in HIV/HBV/HCV laboratories. | Training requirements, including required frequency and populations, are detailed in the Research Training Matrix found here: "http://intranet1.mountsinai.org/compliance/envhs/documents/2017_EH&S-Research_Training_Matrix.pdf".
1. Login to PEAK ("http://peak.mountsinai.org").
2. Select Online Courses
3. Select Compliance Learning Hub
4. Select Environmental Health and Safety
5. Select "Click Here to Start this Course" | AskEHS@mssm.edu |
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<td>Lab/Biological &amp; Human Subjects</td>
<td>Needlestick Injury Prevention and Reporting for Research-Related Activities</td>
<td>This presentation is the third in the EH&amp;S Bloodborne Pathogen training series and is intended for research labs handling human clinical specimens and/or samples derived from such human source material. It may also supplement the Infection Prevention training.</td>
<td>Training requirements, including required frequency and populations, are detailed in the Research Training Matrix found here: <a href="http://intranet1.mountsinai.org/compliance/envhs/documents/2017_EH&amp;S-Research_Training_Matrix.pdf">http://intranet1.mountsinai.org/compliance/envhs/documents/2017_EH&amp;S-Research_Training_Matrix.pdf</a>. 1. Login to PEAK (&quot;<a href="http://peak.mountsinai.org">http://peak.mountsinai.org</a>&quot;). 2. Select Online Courses 3. Select Compliance Learning Hub 4. Select Environmental Health and Safety 5. Select &quot;Click Here to Start this Course&quot;</td>
<td><a href="mailto:AskEHS@mssm.edu">AskEHS@mssm.edu</a></td>
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<td>All Types</td>
<td>InfoEd Account: Proposal Development Module</td>
<td>InfoEd is the software program ISMMS uses to internally route and manage all research and sponsored projects applications. All new users, who will create or edit InfoEd proposals, are required to attend the InfoEd Proposal Development module prior to gaining access to the program. If the PI will not create or enter information into the application, PIs are encouraged but not required to attend the class. If it is not possible for the new user to attend the class, the department’s InfoEd superuser or administrator must take responsibility for training and supporting the new user.</td>
<td>Step 1: In order to obtain an InfoEd account you must attend the proposal development module class. You can visit the schedule at: <a href="http://osticket.mssm.edu/support/pages/infoed-and-ideate-schedule-of-classes-and-open-help">http://osticket.mssm.edu/support/pages/infoed-and-ideate-schedule-of-classes-and-open-help</a>. 2. Select Online Courses 3. Select Compliance Learning Hub 4. Select Environmental Health and Safety 5. Select &quot;Click Here to Start this Course&quot;</td>
<td><a href="mailto:ResearchITSupport@mssm.edu">ResearchITSupport@mssm.edu</a></td>
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<td>All Types</td>
<td>GCO 101: Basics of the Sponsored Project and Research Application Process</td>
<td>This class covers the following topics 1) basics of the sponsored project and research application process at Mount Sinai 2) key terms and definitions of sponsored project administration 3) policies, procedures, and best practices for a successful submission</td>
<td>1. Log on to PEAK at &quot;<a href="http://peak.mountsinai.org">http://peak.mountsinai.org</a>&quot;. 2. Go to Classroom Based Trainings &gt; Research. 3. Select GCO 101: Basics of the Sponsored Project and Research Application Process to enroll.</td>
<td><a href="mailto:allison.gottlieb@mssm.edu">allison.gottlieb@mssm.edu</a></td>
</tr>
<tr>
<td>All Types</td>
<td>GCO 201: Sponsored Project Budgeting - Part 1</td>
<td>This class covers the following budgeting topics 1) key terms and definitions 2) basics of successful budgeting 3) NIH modular grants 4) tools for budget calculations</td>
<td>1. Log on to PEAK at &quot;<a href="http://peak.mountsinai.org">http://peak.mountsinai.org</a>&quot;. 2. Go to Classroom Based Trainings &gt; Research. 3. Select GCO 201: Sponsored Project Budgeting - Part 1 to enroll.</td>
<td><a href="mailto:allison.gottlieb@mssm.edu">allison.gottlieb@mssm.edu</a></td>
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<td>☑️ All Types Suggested</td>
<td>Grants and Finance Compliance</td>
<td>Explore pre and post award topics such as budgeting and basic cost principles, staff roles and responsibilities, proper stewardship of funds, and time and effort reporting.</td>
<td>1. Log on to PEAK at “<a href="http://peak.mountsinai.org%E2%80%9D">http://peak.mountsinai.org”</a>. 2. Go to Online Courses &gt; Research. 3. Select Grants and Finance Compliance to enroll.</td>
<td><a href="mailto:allison.gottlieb@mssm.edu">allison.gottlieb@mssm.edu</a></td>
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<tr>
<td>☑️ All Types Suggested</td>
<td>GCO 202: Sponsored Project Budgeting - Part 2</td>
<td>This class covers the following topics 1) part-time appointments, graduate students, co-investigators with K awards on federal budgets 2) other than personnel expenses: equipment, supplies, travel, patient care costs on federal budgets 3) prorating and cost sharing 4) federal F&amp;A calculation</td>
<td>1. Log on to PEAK at “<a href="http://peak.mountsinai.org%E2%80%9D">http://peak.mountsinai.org”</a>. 2. Go to Classroom Based Trainings &gt; Research. 3. Select GCO 202: Sponsored Project Budgeting - Part 2 to enroll.</td>
<td><a href="mailto:allison.gottlieb@mssm.edu">allison.gottlieb@mssm.edu</a></td>
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<tr>
<td>☑️ All Types Suggested</td>
<td>GCO 301: Preparing Grants with Subawards</td>
<td>Participants review, create, and prepare documentation for a subaward on a NIH grant in InfoEd. The following topics are covered: 1) Subaward Agreement vs. Other Ways to Fund Collaborators 2) Required Documentation 3) Budgeting General principles apply to all sponsored projects with subawards.</td>
<td>1. Log on to PEAK at “<a href="http://peak.mountsinai.org%E2%80%9D">http://peak.mountsinai.org”</a>. 2. Go to Classroom Based Trainings &gt; Research. 3. Select GCO 301: Preparing Grants with Subawards to enroll.</td>
<td><a href="mailto:allison.gottlieb@mssm.edu">allison.gottlieb@mssm.edu</a></td>
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<tr>
<td>☑️ Human Subjects Required</td>
<td>Electronic Case Report Forms and Data Capture Systems</td>
<td>Mount Sinai offers support for electronic data collection via eRAP or REDCap for research through the Research Informatics and Technology office. Go to “<a href="https://erap.mssm.edu%E2%80%9D">https://erap.mssm.edu”</a> and click the “Request” link, which is found in the top navigation bar on the left side, to become a new user, get a demo, or have a consultation.</td>
<td><a href="mailto:erap@mssm.edu">erap@mssm.edu</a></td>
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<td>Human Subjects</td>
<td>Good Clinical Practice (GCP)</td>
<td>This training is required to understand the fundamentals of good clinical practice when engaged in human subject research. It is required of researchers and staff conducting FDA-regulated research or when obligated by contract or other agreement.</td>
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<td>Clinical Research Billing Rules for Investigators</td>
<td>This Financial Administration of Clinical Trials Services (FACTS) training is required to understand the regulations regarding billing Medicare for research activity.</td>
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<td>Epic Electronic Medical Record View Access</td>
<td>If you need to view patient electronic medical records, but do not need other access to the Epic EMR, you will need to request access and training.</td>
</tr>
<tr>
<td>Human Subjects</td>
<td>IRB 101: Basic Steps of the IRB Submission</td>
<td>This class provides an introduction to the role of the IRB and guidance through the electronic submission process. It will cover submission terms and steps.</td>
</tr>
</tbody>
</table>

**For Questions:**

- irb@mssm.edu
- facts@mssm.edu
- epicsupport@mountsinai.org
- 212-241-3742
- rebecca.banchik@mssm.edu

Complete the CITI Program Good Clinical Practice (GCP) Module. See the PPHS Training Requirements section above for more details.

This requirement also can be fulfilled by attending the monthly interactive example driven training course conducted by the Office of Research Compliance entitled “Clinical Research: Are You Doing It Right?” Email carol.stamaty@mssm.edu to reserve your seat.

Training can be accessed by:

1. Log into PEAK, Mount Sinai's employee e-learning system. You can log into PEAK using your network login ID and Password at: "http://peak.mountsinai.org".
2. Select Course Catalog.
3. Select Research.

To request training on how to use View Only access for Epic:

2. Click the "View Access" link to review training module.

To request View Only access to Epic:

1. Go to the Epic Request form link in the left navigation on the Epic page of the intranet - "http://intranet1.mountsinai.org/epic".
2. Follow the instructions for requesting access to Epic.

Class dates are announced via the Research Listserv weeks prior to the next available class via the Human Subjects Research Events list. Visit "http://icahn.mssm.edu/research/portal/getting-started" and enter your email address into the box below Research Listserv to select the Human Subjects education and events topics. Once the announcement is released, email Jessica Smilowitz (jessica.smilowitz@mssm.edu) who manages the class register list.
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<td>Human Subjects</td>
<td>IRB 201: Document Analysis and Evaluation: Protocol and Consent</td>
<td>This class explores the content and requirements of the protocol template and consent document. You will get some guidance on how to complete these forms. Participants are encouraged to bring examples of draft protocols and consent forms.</td>
<td>Class dates are announced via the Research Listserv weeks prior to the next available class via the Human Subjects Research Events list. Visit &quot;<a href="http://icahn.mssm.edu/research/portal/getting-started">http://icahn.mssm.edu/research/portal/getting-started</a>&quot; and enter your email address into the box below Research Listserv to select the Human Subjects education and events topics. Once the announcement is released, email Jessica Smilowitz (<a href="mailto:jessica.smilowitz@mssm.edu">jessica.smilowitz@mssm.edu</a>) who manages the class register list.</td>
<td><a href="mailto:rebecca.banchik@mssm.edu">rebecca.banchik@mssm.edu</a></td>
</tr>
<tr>
<td>Human Subjects if applicable to job function</td>
<td>Phlebotomy Workshop</td>
<td>This class provides training for drawing blood. Departments allow interested staff to attend this workshop after three months on the job.</td>
<td>1. Log in to &quot;<a href="http://peak.mountsinai.org">http://peak.mountsinai.org</a>&quot;. 2. Select Classroom Based Training. 3. Select MSH - Nursing Education. 4. Select Phlebotomy Workshop.</td>
<td>212-824-7240 <a href="mailto:nurse.education@mountsinai.org">nurse.education@mountsinai.org</a></td>
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