GCO Application Submission Process for Unfunded Human Subject Studies: Which Applications and Forms Do I Work on First?

Step 1: Create the Investigator Form (IF) in Sinai Central. The project will be given an automatically generated IF #. Click here for IF instructions.

Remember to include the IF number in the eForm located in the Internal Documents tab of InfoEd application.

Once you answer the questions on the Investigator Form, a Conflict of Interest (COI) form will be generated for each investigator to sign. The investigators will be notified to sign the form by e-mail.

The IRB and the GCO require the IF # so please do create the Sinai Central Investigator Form (IF) as the first step in this process. Begin and continue to track whether all of the investigators have signed the form throughout the submission process.

Step 2: Start your IRB Application.

Step 3: Start your GCO Application in InfoEd so that it is assigned a PD #. IRB will reject your IRB application if you have not started your GCO InfoEd application.

   - Click here for the InfoEd Set Up tab Instructions (i.e., the initial technical step in starting your GCO application) for new projects. Click here for instructions for yearly renewals.
   - Click here for instructions on completing other Info Ed tabs.
   - Use GCO’s Application Submission Checklist (2 pages) and Instructions. Follow Application Submission Checklist Steps # 1 (InfoEd class required – 1 time only requirement), 2, 3, 6-8, 9, 13, 18 (IRB application required for non exempt projects*) for a successful GCO submission.

Step 4: Submit your IRB Application.

Step 5: Submit your InfoEd application. Once the PI approves the application in InfoEd, the InfoEd application is routed to the departments for approval and then to the GCO. Note that GCO will issue you a receipt and review your application 1) after all investigators sign a Conflict of Interest form and 2) after checking that you have indeed submitted an IRB application.

Additional Information for PIs Transferring Projects from MSBI, MSSL, and MSW

- If this is the first time you are submitting the project in InfoEd, please follow InfoEd instructions for new projects, which includes the “new” eForm in the Internal Documents tab.
- Projects conducted under IRB exemption are now subject to the ISMMS annual renewal requirement via InfoEd and the Grants and Contracts Office. If you intend to continue to operate under the exemption, you must activate the project in InfoEd as part of your transfer to ISMMS and renew the project on an annual basis, or the project will be terminated.

Have Questions?
Technical Info Ed Support - Research IT. I Pre-Award Contacts In Mount Sinai’s Depts I Contacts In GCO Assigned to Mount Sinai’s Depts

Remember to complete these steps each year of the project.

*If you believe your project may fit into a category for exemption from IRB review, please click here for IRB instructions.