MOUNT SINAI SCHOOL OF MEDICINE
Research Application

Instructions for Grants and Contracts Office (GCO) Forms

The Mount Sinai Research Application is used for all research, fellowships, service, education, sponsored programs, and training programs at MSSM. The other parts of the MSSM Application consist of forms from the Institutional Review Board (IRB) and Institutional Animal Care and Use Committee (IACUC). All applicable GCO, IRB, and IACUC applications need be submitted at the time of log in to the GCO for all new, competing, non-competitive continuation, supplemental, and no-cost extension applications. The only exception to this is “Just-in-Time” applications.

The instructions below are for the Grants and Contracts Office (GCO) Forms. The forms are the administrative portion of the MSSM Research Applications and consist of the following:

- GCO Form 1 - Descriptive Data Sheet
- GCO Form 2 - Budget (Federal/Non-Federal)
- GCO Form 3 - Description of Research Protocol
- GCO Form 4 – Brief Lay Summary
- GCO Form 5 – Classification Codes
- GCO Form 6 – Financial Conflict of Interest
- GCO Form 7 – Suspension and Debarment
- GCO Form 8 – Certification of Institutional Compliance
- GCO Form 9 - Flow Sheet

GCO FORM 1  DESCRIPTIVE DATA SHEET- Complete for all applications.

All faculty members and professional “key” personnel are to be listed. If multiple departments are involved, the original signature of each department chairman is required prior to submission to the GCO.

Include GCO # if one has been assigned. If this is a new project, a GCO # will not have been assigned.

GCO FORM 2  BUDGET PAGE (FEDERAL/NON-FEDERAL)

GCO Form 2 is an Excel Document, which includes 2 worksheets: “Detailed Budget: Federal” and “Detailed Budget: Non Federal.” The user must select either the Federal or Non-Federal Budget Page due to differing allowable fringe benefit rates. The budget provides automatic computation following entry of dollar amounts in the gray areas and selection of the appropriate indirect cost rate. The latest Animal per diems and service charges are available from the Center for Comparative Medicine and Surgery (CCMS), Anbg 26-100, ext. 43008 (214-3008.)

Complete this form unless one of the following applies:
- An itemized budget is included in the application to an outside agency,
- The proposal is a MSSM intramural application (i.e. application not submitted to an outside funder), a non-competitive continuation clinical trial sponsored by a pharmaceutical company, or a no-cost extension.
GCO FORM 3  RESEARCH PROTOCOL

Complete unless a formal protocol or progress report is included in the application to an outside agency. Follow the format indicated below by type of application.

A. NEW PROPOSALS

a) Project Abstract
b) Specific Aims
c) Concise statement of Significance/Background
d) Concise statement of Preliminary Data (if available)
e) Research Design and Methods
f) Human Subjects – See IRB Instructions and Forms
g) Animals – See IACUC Instructions, complete on InfoEd

B. CONTINUATION APPLICATIONS AND FINAL REPORTS

a) Project Abstract
b) Concisely summarize progress during the past year and/or life of the protocol. Include a list of abstracts and publications not previously reported.
c) Clearly describe any revisions in the protocol for the next year including:
   1) Additions or deletions (indicate differences from original protocol),
   2) Rationale for changes, or
   3) A statement that the continuation protocol is not different from the original protocol.
d) If no revisions, so state.
e) Human Subject involvement – See IRB Instructions and Forms
f) Animals – See IACUC Instructions and Forms

GCO FORM 4  BRIEF LAY SUMMARY – Complete for all applications
Include one or more paragraphs written in nonscientific terms about your project.

GCO FORM 5  CLASSIFICATION CODE LISTING – Complete for all applications.
Manually circle relevant areas of research.

GCO FORM 6  FINANCIAL CONFLICT OF INTEREST IN RESEARCH – Complete for all applications.
Complete one Financial Conflict of Interest form for the Principal Investigator and each Co-Investigator. This will require the user to print additional Conflict of Interest Forms separately. The Conflict of Interest in Research Policy can be downloaded from http://www.mssm.edu/grants/pdfs/policyrev.pdf.

GCO FORM 7  SUSPENSION AND DEBARMENT – Complete for all state and federal applications.
Complete one Suspension and Debarment form for the Principal Investigator and each Co-Investigator. This will require the user to print each subsequent Suspension and Debarment Form separately. The Federal Policy on Suspension and Debarment can be downloaded at http://www.mssm.edu/grants/pdfs/suspension_debarment.pdf.

GCO FORM 8  CERTIFICATION OF INSTITUTIONAL COMPLIANCE- Complete for all NIH applications.
Complete one Certification of Institutional Compliance for the Principal Investigator on the NIH
When multiple PIs are proposed in the application, this assurance must be retained for all named PIs. This assurance will be available to the sponsoring agency or other authorized HHS or Federal officials upon request.

GCO FORM 9  FLOW SHEET- Complete for all applications

Only fill in the top area with the relevant information for the project. A primary contact must be designated.

COPIES

Intramural Submission (Mount Sinai School of Medicine and Affiliates): Submit one original of MSSM Research Application plus IRB/PHHS or IACUC as applicable

Extramural Submission (to outside agency):
  Extramural Paper Application- one original (if needs signature), three copies
  Extramural Electronic Application- NIH-one copy of the print out
    Non-federal- three copies of the print out
    Grants.gov- one copy and application on a CD or USB

**TURNAROUND PERIOD**

24hours:
MSSM (internal), Foundations, Industry, Letters of Intent and paper applications to other Federal agencies will be processed in the GCO within 24 hours.

One-week:
MSSM InfoEd submissions

Two-week:
Grants.gov submissions

If it does not need IACUC or PPHS/IRB approval, then an administrative approval will be given. The form will be sent via interoffice mail to the PI and department administrator.