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First Application Guide for Postdoctoral Grants or Fellowships

Below is a step-by-step guide for navigating the forms and procedures required to submit your first grant or fellowship application at the Icahn School of Medicine at Mount Sinai (ISMMS).

1. If submitting to NIH, one-two months prior to deadline), you will need to get an NIH Commons ID. Email the GCO at grants@mssm.edu and provide the following information

   - Name
   - Date of Birth
   - Role on the project
   - Valid email address (preferably an ISMMS address)

2. Prior to the application deadline (1-2 months), you will need to attend an InfoEd training class to obtain an InfoEd login ID and password. InfoEd is Mount Sinai's online system for submitting all paperwork to GCO and IACUC and for direct submission of NIH proposals. The training classes are open sessions, no reservations are required.

3. The internal deadline for submitting a completed grant proposal to the GCO for approval is 1 week prior to the official grant deadline.

4. An Investigator Form (IF) must be completed within Sinai Central. The sponsor and source of funding dictates the forms required. The IF # must be placed within the InfoEd application on the GCO eform, which is located on the internal documents tab.

   Financial Conflict of Interest in Research (Must be completed for all applications)
   Suspension and Debarment (Must be completed for all state and federal applications)

5. The IF# number must also be in place on your paperwork for the PPHS (Program for the Protection of Human Subjects) office if your proposal involves human subjects. Submit all of PPHS paperwork directly to the office located at 3 East 101st Street (across from the ambulance bay). Once you turn in your paperwork you will receive a receipt with a HSM number. If your InfoEd application isn't complete by the time you turn in your PPHS paperwork, you will be able to link that HSM number within your InfoEd application on the approvals tab. If your InfoEd application has been submitted, the GCO will link the information for you.

6. NIH permits grant proposal submission prior to approval of animal research protocols. If a grant proposal is approved for funding, the investigator must provide evidence that the animal protocols have also been approved under the "Just-in-time" directive. This buys an investigator a little extra time to obtain all of the necessary approvals. Some foundations also opperate with JIT, but not all. One needs to assume that it will take 1-2 months for animal protocols to be reviewed and approved. (IACUC)

7. All research that is to be conducted in human subjects by individuals with full-time, voluntary, or part-time faculty appointments in the Icahn School of Medicine must be submitted to the GCO and must be reviewed by the Icahn School of Medicine at Mount Sinai's Institutional Review Board (IRB).