Grants and Contracts (GCO) Application Submission Process:
Which Applications and Forms Do I Work on First?
Step by Step Instructions for <u>ISMMS</u> Projects

GCO Submission Policy:

A <u>subset</u> of ISMMS supported projects are prepared in InfoEd and routed for approval through the department(s) in which there are key personnel <u>each year</u> of the project. Please click here for information on which ISMMS projects <u>must</u> be submitted to the GCO.

Step 1: Create the Triggering Event (TE) in **eDMS**. The project will be given an automatically generated TE #. Once you complete the TE, the investigators added receive an email notifying them to answer conflict of interest Research Trigger questions.
Begin and continue to track whether all the investigators have signed the form throughout the submission process.

Step 2: <u>Start</u> your **IRB** (human subjects) and /or **IACUC** (vertebrate animals) application, if appropriate. For non-competitive and no cost extension projects, check whether you are submitting a compliance application to the IRB and/or the IACUC every year or every three years.

You must submit an application to the GCO in InfoEd for projects involving human subjects or animals if there is a research related agreement for the GCO to endorse. If your project involves human subjects or animals and there is no research related agreement, do not submit to the GCO. Do not continue with these steps.

Step 3: <u>Start</u> your GCO application in **InfoEd** so that it is assigned a PD#.

- Click here for the InfoEd Set Up tab Instructions (i.e., the initial technical step in starting your GCO application) for <u>new</u> projects. Click here for instructions for yearly renewals.
- Click here for instructions (Filter: InfoEd) 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), 2-4, 7-11, 15, and 22 (IRB application required for non exempt projects*) for a successful GCO submission.

Step 4: <u>Submit</u> your IRB and /or IACUC application, if appropriate.

Step 5: <u>Submit</u> 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/IACUC application, if appropriate.

<p align="center">**Remember to complete these steps each year of the project.**</p>

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

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