

Institutional Information for Use in Grant and Contract Applications

Introduction

The purpose of this document is to provide institutional information that extramural funding agencies may require on grant and contract applications. It is divided into the following sections:

I. Sponsored Project Information; II. Compliance Information; III. Financial Information; and IV. GCO Deadlines for Review and Approval of Applications.

Please contact your assigned GCO Grants Specialist for any questions you may have. For a listing of GCO's Grants Specialists and other staff, please click [here](#):

I. Sponsored Project Information

A. Administrative Information

Applicant Organization Icahn School of Medicine at Mount Sinai
One Gustave L. Levy Place, Box 1075
New York, New York 10029-6574
Tel: (212) 824-8300 Fax: (212) 241-3294
E-Mail: grants@mssm.edu

Automated Standard Application for Payments (ASAP)

Recipient Identification Number 3627001

CAGE Code: 1QSQ9

DHHS Rate Agreement Date: January 30, 2024

Unique Entity ID and Expiration Date: C8H9CNG1VBD9 October 29, 2024
Replaced DUNS number as of 4/5/22. Also referred to as SAM unique entity ID

DUNS No.: 078861598
No longer in use; included for historical purposes only.

Entity Identification No.: 1-136171197-A1

European Medicines Agency ID Nos.:

ORG-ID: ORG-100011233

LOC-ID: LOC-100015654

FICE Code: 007026

Founding Date (School): 1963

Governmental Districts: Congressional District: *Data Enter "NY-013"*
29th NYS Senatorial District
68th NYS Assembly District

HHS Assurance of Compliance 9/1/2004
Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975 (HHS 690 Form)

NAICS Code ID: 611310

New York City Vendor Code: 0000945511

New York State Charities Reg. No: 40-27-32

New York State Vendor ID: 1000027177

New York State Vendor Responsibility Questionnaire (VRQ) Certification Date: 4/24/2024

Participant Identification Code: 985934482
(EU Funded Projects)

Press Contact: Lucia L. Lee, Senior Director of Media, Mount Sinai
Health System
Tel: (646) 605-5940
Email: lucia.lee@mountsinai.org

Tax No.: 136171197

Type of Organization: Educational Institution
If additional information is required, you may also include private, nonprofit 501(c)(3).

All Federal Assurances/Certifications have been filed with the appropriate federal agencies.

B. Authorized Organization Representative (AOR)

Ms. Jessica R. Moise
Grants and Contracts Officer
Senior Associate Dean for Sponsored Programs
Tel: (212) 824-8300 Fax: (212) 241-3294
E-Mail: grants@mssm.edu

Ms. Amanda Amescua
Director, Grants and Contracts Office

Tel: (212) 824-8300 Fax: (212) 241-3294
E-Mail: grants@mssm.edu

Ms. Hadijah Vactor
Director, Grants and Contracts Office
Tel: (212) 824-8300 Fax: (212) 241-3294
E-Mail: grants@mssm.edu

Ms. Latoya Palmer
Director, Grants and Contracts Office
Tel: (212) 824-8300 Fax: (212) 241-3294
E-Mail: grants@mssm.edu

II. Compliance Information

A. Program for the Protection of Human Subjects (PPHS / IRB)

1. Administrative Information

PPHS Federal-Wide Assurance Number (FWA):	00005656
Effective Date:	March 8, 2022
Expiration Date:	March 8, 2027

2. Chair

Glenn Martin, MD, DFAPA, Senior Associate Dean for Human Subjects Research, Executive Director
Icahn School of Medicine at Mount Sinai
One Gustave L. Levy Place, Box 1081
New York, NY 10029-6574
Tel: (212) 824-8200 Fax: (212) 876-6789
E-mail: glenn.martin@mssm.edu

B. Institutional Animal Care and Use Committee (IACUC)

1. Administrative Information

Office of Animal Care Use and Welfare (OACUW) Assurance No:	D16-00069
Effective Date:	March 7, 2023
Expiration Date:	January 31, 2027

AAALAC No:	002
Accreditation Date:	December 31, 2023

2. Chair

Stacey Baker, PhD

Tel: (212) 241-0153 Fax: (212) 241-5550
E-Mail: iacuc@mssm.edu

C. Research Integrity Officer (RIO)

1. Administrative Information

Annual Report file date: April 24, 2024

2. Officer

Reginald W. Miller, DVM, DACLAM
Icahn School of Medicine at Mount Sinai
One Gustave L. Levy Place, Box 1031
New York, NY 10029-6574
Tel: (212) 241-3006 / Fax: (212) 860-9739
E-Mail: reginald.miller@mssm.edu

D. Institutional Biosafety Program

Officer

Randy Albrecht, PhD
Icahn School of Medicine at Mount Sinai
One Gustave L. Levy Place, Box 1155
New York, NY 10029-6574
Tel: (212) 241-8255
E-Mail: biosafety-program@mssm.edu

E. Select Agents and Toxins Program

Officer

Randy Albrecht, PhD
Responsible Officer (RO)

F. COVID-19 Workplace Safety for Federal Contractors

Designated Coordinator

Bernard C. Camins, MD, MSc
Medical Director, Infection Prevention, Mount Sinai
Health System
Professor of Medicine, Division of Infectious Diseases
Department of Medicine, Icahn School of Medicine at
Mount Sinai

III. Financial Information

A. Administrative Information

Cognizant Federal Agency

Mr. Ryan McCarthy
Department of Health and Human Services
26 Federal Plaza, Room 41-122
New York, NY 10278
(212) 264-2069

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| B. Fiscal Officer | Mr. Matthew Rosamond
Senior Vice President for Finance
Chief Financial Officer
Icahn School of Medicine at Mount Sinai
One Gustave L. Levy Place, Box 1061
New York, NY 10029-6574
Tel: (212) 241-4440 |
| C. Sponsored Projects Finance Director | Mr. Raj Appavu
Senior Director, Sponsored Projects Finance
Icahn School of Medicine at Mount Sinai
One Gustave L. Levy Place, Box 3500
New York, New York 10029-6574
Tel: (646) 605-4023 Fax: (646) 605-3110
E-Mail: Raj.Appavu@mountsinai.org |

The Sponsored Projects Finance Director is the contact person for the following reports and information:

1. Financial reports
2. Payment information
 - a. Checks
Checks should be sent to the Sponsored Projects Finance Director. However, you may also request that these checks be sent to a local (i.e., a departmental administrator) rather than the institutional contact person.
 - b. Electronic/wire transfer
3. Other post award documentation
4. NIH Loan Repayment Program (LRP)

- D. NIH / HHS Salary cap: \$221,900 (eff. 1/1/2024)
 If you are applying for a Department of Health and Human Services (HHS) sponsored project and your institutional base salary (e.g. \$225,000) is greater than the NIH / HHS salary cap, use this salary cap. Do not use your institutional base salary. HHS includes the NIH, AHRQ, CDC, CMS, FDA, HRSA, and SAMHSA, among others.

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|-------------------------|-----------------------------|
| E. Fringe Benefit Rates | eff. 1/1/2023 |
| Federal: | 30.5% of Salaries and Wages |
| Non-Federal: | 31.5% of Salaries and Wages |

F. Facilities and Administrative (F&A) Rates:

1. Federal (includes Federal projects in which ISMMS is the subawardee institution)
 - a. Research On-Site Through 12/31/2021 69.5%

On-Site Beginning 1/1/2022 69.0%
See section G.2 before applying 69.0% rate.

Off-Site 26.0%
Eff 10/15/21, competitive grants or contracts will not be subject to more than one F&A cost rate. If more than 50% of a project is performed off-campus, the off-campus rate will apply to the entire project.

b. Federal Training and Career Development 8.0%

c. Instruction/Training (Curriculum Development)
Through 12/31/2021 41.0%
Beginning 1/1/2022 37.6%
See section G.2 before applying 37.6% rate.

d. Other Sponsored Programs
Through 12/31/2021 34.0%
Beginning 1/1/2022 33.5%
See section G.2 before applying 33.5% rate.

2. Industry

a. Clinical Trials and Related Research 35.0%

The protocol may be industry or investigator initiated. The study is either:

- i. Controlled, clinical testing in human subjects drugs, devices, diagnostics, treatments, interventions, or preventative measures including testing for an unapproved indication or
- ii. Data collection to increase knowledge that would lead to enhanced safety and efficacy of a drug or device, including medical chart reviews.

b. Other Research 69.0%
Please see G. "Calculating F&A Expenses" for additional information.

3. Non-Federal (Nonprofit)

Important: For non-federal (nonprofit) funded projects, please use the rates below when the extramural funding agency does not specify the amount. When a non-federal extramural agency does specify a rate, please use that rate on your budget.

a. Research and Other Funded Programs 25.0%
b. Training and Fellowships 8.0%

G. Calculating F&A Expenses

Please click on this [ISMMS Finance policy and procedure memo](#) for additional information. Other terms for F&A are indirect costs, overhead, and General and Administrative (G&A) expenses.

1. Federal Funded Projects (F.1) and Industry Funded Other Research (F.2.b)

The following expenses are excluded when calculating F&A costs:

- a. Alterations/Renovations: of \$1,000 or more unless allowed by the extramural funding agency
- b. Equipment: Unit cost of equipment is \$1,500 or more and a useful life of at least one year.
- c. Patient Care Costs: The costs of routine and ancillary services provided by hospitals to individuals participating in research programs.
Click here for NIH's complete definition.
- d. Subawards/Consortium Arrangements
All funds above \$25,000 per subawarding institution ("institution" is normally defined by having a unique DUNS number or NIH IPF number) are excluded when calculating F&A costs. The \$25,000 limit applies once for each subawarding institution within a project period.
- e. Tuition and Fees
- f. Genomic Arrays - NIH policy [NIH-OD-10-097](#)
- g. Childcare Costs on NRSA Training Grant Awards

Modified Total Direct Cost (MTDC) base is a term used for the direct cost amount after the above expense categories have been excluded. F&A is then applied to the MTDC.

2. Federal Funded Grants (includes Federal grants in which ISMMS is the Subawardee Institution)

On 1/1/2022, the federal research on campus, instruction/training and other sponsored programs on campus indirect cost rate for grants changed. Please see additional information below. In this section, the updated on-campus research rate of 69.0% is included because it is commonly used. However, do apply the updated instruction/training rate (37.6%) and other sponsored programs (33.5%) rate when appropriate.

- a. All Competitive (i.e., New, Competitive Renewal, or Resubmission) Applications
When submitting competitive applications to the GCO, use the 69.0% rate in the appropriate future year budget period and prorate accordingly.
- b. Non-Competitive Applications: Projects Newly Awarded Prior to 1/1/2020
If the new, competitive renewal, or resubmission award notice was issued prior to 1/1/2020, continue to use the 69.5 % for the life of the project. Do not use the new rate.
- c. Non-Competitive Applications: Projects Newly Awarded from 1/1/2020 to 10/28/2020
If the new, competitive renewal, or resubmission award notice was issued between 1/1/2020 and 10/28/2020, when you submit the non-competitive application that spans 1/1/2022 and beyond, rebudget, apply the new rate of 69.0%, and prorate accordingly.

3. Non-Federal Funded Projects

F&A costs are applied to all cost categories unless otherwise specified by the extramural funding agency.

IV. GCO Deadlines for Review and Approval of Applications

The GCO must be in receipt of the **COMPLETE AND FINAL** proposal, including completed and signed Conflict of Interest and Suspension and Debarment forms as appropriate, by these deadlines. Routing the application through the departments for approval occurs before GCO receipt. Please allow adequate time for this process, especially for applications that need to be routed to more than one department.

Application Type	Deadline
Federal Applications	5 Business days prior to extramural funding agency deadline by 11 am*
All Other Applications**	1 Business Day prior to extramural funding agency deadline*

* *Please contact your assigned Grants Specialist in advance regarding any additional time the GCO may need in the review and approval process if you are applying for a sponsored project with complex budgetary and/or administrative requirements (e.g., program projects, application with many subawards, international extramural funding agency application with nonstandard budget forms).*

** *Only a small subset of ISMMS projects must be submitted to the GCO. Click [here](#) for more information.*