

# Investigator Form (IF) Instructions Includes Policy/Procedure Information with Technical Steps

Rev. 7/21

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## I. Overview

These instructions pertain to the process of complying with conflict of interest and suspension and debarment policies across the Mount Sinai Health System (MSHS). Completing these forms is part of the process for projects administered by both the Icahn School of Medicine at Mount Sinai (ISMMS) and Hospital Sponsored Programs Office (HSPO). Individual hospitals within the Mount Sinai Health System administer a small number of sponsored projects through HSPO.

For projects administered by Icahn School of Medicine at Mount Sinai, the IF is required for all sponsored project and ISMMS supported (i.e., unfunded research) applications. Whether a Principal Investigator (PI) is submitting a project to the Grants and Contracts Office (GCO), the Program for the Protection of Human Subjects (PPHS), and/or Institutional Care and Animal Use Committee (IACUC), a corresponding Sinai Central Investigator Form (IF) must also be completed as part of the process. The PI or his/ her delegate must create an Investigator Form (IF) on Sinai Central (SC) for every sponsored project, including supplements, every year of the project.

The purpose of completing an IF is to generate Conflict of Interest (COI) forms and Suspension and Debarment (S&D) forms associated with the project for the <u>project personnel</u> to sign. The Conflict of Interest (COI) form is also referred to as "Financial Interest in Research Disclosure (FIRD)" and "Financial Conflict of Interest in Research (FCOIR)" form.

#### IF Submission and Routing Process

The IF submission and routing process is as follows:

- 1. PI or delegate (i.e., coordinator) creates IF and adds personnel.
- 2. Personnel receive e-mail notifying them to sign the COI and S&D forms.
- 3. Personnel sign forms.
- 4. It is recommended that the PI or delegate track the COI and S&D form status to make sure personnel sign the forms.
- 5. ISMMS (i.e., GCO, PPHS, and/or IACUC) / HSPO receive all signed COI and S&D forms.

If a project does need to be submitted to more than one of these office (e.g., PPHS via RUTH and the GCO via InfoEd), only one IF is required. You do not complete an IF for each office.

#### Sponsored Project and Research Application Submission

In addition to completing COI and S&D forms on Sinai Central, GCO/HSPO must also receive your sponsored project or research application.

For routing sponsored project and research applications:

- GCO uses the InfoEd software program. Click here for additional information about the GCO process.
- Please contact HSPO at olga.carr@mountsinai.org for information.

## II. Technical Requirements – Access to Sinai Central (SC)

After reviewing GCO's policy on who must sign COI and S&D forms, those personnel who create the IF or sign COI and S&D forms on <u>Sinai Central</u> must have a Single Sign On (SSO) user name and password. If you are an employee and new to SC, you can activate your account on <u>Sinai Central</u> by clicking on the "Activate your Account" button once you are on the site. Please note that in some cases, new

employees may not yet have been added. Additional information on accessing and activating SC accounts can be found on the SC site.

## III. Creating and Completing the Investigator Form (IF)

## A. Completing Top Section of Form: Required Fields

To create a new IF form, log In to Sinai Central > GCO or COI > Investigator Forms > New Investigator Form



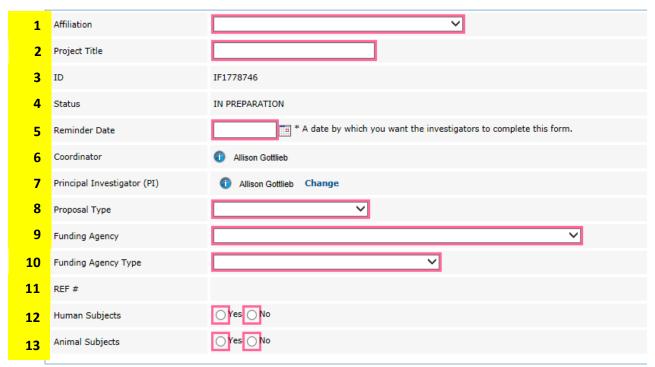






### **Edit Investigator Form**

## **Investigator Form**



#### GCO and IRB disclosure requirements differ.

If you are not doing human subject research:
List everyone who meets the Federal definition of an Investigator, that is anyone responsible for the design, conduct or reporting of the project.

#### If you are doing human subject research:

List everyone who meets the Federal definition of an Investigator, that is anyone responsible for the design, conduct or reporting of the project.

List everyone who is involved in the design, conduct or reporting of the human research study.

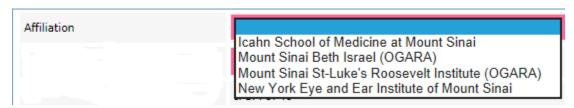
## Investigator Form continued

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IDUCC	(Institutional Dual use of Concern Committee)	
	Indicate if your research involves any of the following agents or to	oxins. An answer for each item is required.
	Avian influenza virus (highly pathogenic)	Yes No
	Burkholderia mallei	Yes No
	Foot-and-mouth disease virus	Yes No
	Reconstructed 1918 Influenza virus	Yes No
	Variola major virus	Yes No
	Bacillus anthracis	Yes No
	Burkholderia pseudomallei	Yes No
	Francisella tularensis	Yes No
	Rinderpest virus	Yes No
	Variola minor virus	Yes No
	Botulinum neurotoxin (in any quantity)	Yes No
	Ebola virus	Yes No
	Marburg virus	Yes No
	Toxin-producing strains of Clostridium botulinum	Yes No
	Yersinia pestis	Yes No

#### Instructions

## 1. Affiliation



Choose the appropriate affiliation of the Principal Investigator. Choose "Icahn School of Medicine at Mount Sinai" for ISMMS GCO administered projects. Choose the appropriate affiliation for HSPO administered projects.

2. Project Title
It is recommended that you use the same title as your GCO/HSPO submission.

#### 3. ID

This field is also referred to as the "IF #". You must insert (i.e. copy and paste) this IF # from this Sinai Central form into the "Eform" in your InfoEd application when submitting to the GCO.

Below is the section of the InfoEd eForm where you insert the IF #.

Conflict of Interest forms (and Suspension & Debarment forms if necessary) are located in Sinai Central. Please complete these components and enter the Project ID.

Sinai Central Project ID

## 4. Status

The status when you begin the form is "IN PREPARATION". In order for the GCO/HSPO to review your application, the status must be "WITH GCO COORDINATOR". The status will be updated to "WITH GCO COORDINATOR" once all the investigators sign the COI / S&D forms.

#### Reminder Date

You may wish to include today's date so the investigators are instructed to complete the COI / S&D forms upon your completion of the IF. Do not leave blank.

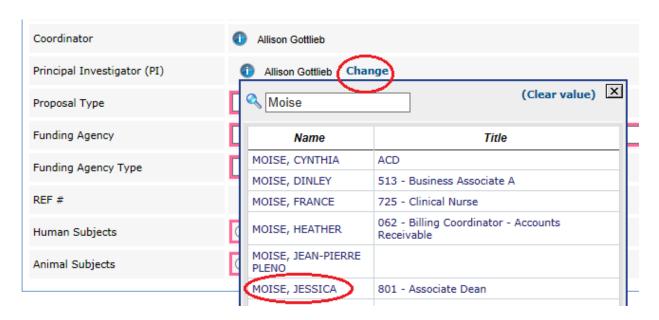
#### 6. Coordinator

The person completing the IF is called the "Coordinator" and is also referred to as the "Delegate." The Coordinator can also track whether the investigators have signed the COI / S&D forms and can add investigators at a later date under certain situations if needed.

## 7. Principal Investigator

The form defaults to the coordinator. When the coordinator and PI are different, click on the "Change" link and enter the PI's name or life number. Then click on the PI's name in the search results. See example below.

The PI can also track whether the investigators have signed the COI and S&D forms and can add investigators at a later date if needed.



## 8. Proposal Type



For definitions of the above proposal types, click <u>here</u>. Once a proposal type is selected, a new section on dual use research of concern appears. Please see section 14 below for more information.

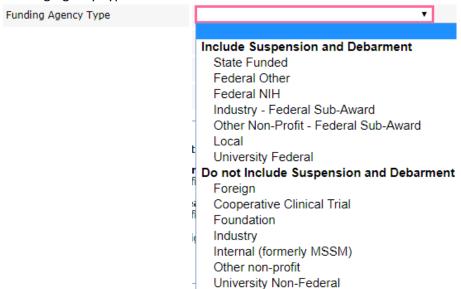
#### 9. Funding Agency

The choices in the Funding Agency drop down list are agencies that are commons funders of research conducted at Mount Sinai. If the <u>agency you are applying to is not in the drop down</u> list, please select "Other" and include the Agency's name in the box provided.

If your <u>project is a subaward</u> and the name of the prime awardee institution (i.e., institution receiving the funds from the funding agency) is not in the drop down list, please select "Other" and then include the prime institution's name in the box provided. For example, if this is a subaward from NYU on a NIH grant, choose "Other" and type "NYU". See the example below.



## 10. Funding Agency Type



In the drop down list, choose an option below the "Include Suspension and Debarment" section or below the "Do not Include Suspension and Debarment" section. S&D forms are generated for key personnel to sign based on the selection. If this is a subaward, you must find out from your contact at the prime organization where they are applying. For example, if this is a subaward on a NYU grant and the NYU PI is submitting to the NIH, choose "University Federal". If this is a subaward on a NYU grant and the NYU PI is submitting to the American Heart Association, choose "University Non-Federal".

#### 11. REF#

This field is not fillable for the user. User leaves this field blank.

- 12. Human Subjects Choose Yes or No.
- 13. Animal Subjects Choose Yes or No.
- 14. Institutional Dual Use of Concern Committee

  This section appears when a user chooses New or Transfer, Competitive Continuation, or

  Supplement in the "Proposal Type" section. Indicate if your research involves any of the agents
  or toxins listed.

**NOTE:** If there are errors on the form, the field box or boxes will be highlighted in pink and the IF status will read "In Preparation." Investigators will not be able to complete COI/S&D forms if there are IF errors. Please do complete all the required fields.

## **B. Completing Bottom Section of Form: Adding Project Personnel**

Enter the project personnel who need to complete COI / S&D forms.

## 1. Policy Information – Who Must Sign COI / S&D forms on Sinai Central?

This section contains policy information regarding which personnel must be included on the IF. Do not include investigators from other institutions (i.e., subaward personnel). Do not include consultants (i.e., not employees of ISMMS). If the PI determines that a consultant falls under the definition of Investigator, the consultant should complete a paper COI form. Use the same form link and follow the same process for paper COI submissions in the "Important Note" box below.

### Important Note! If Your Project includes a Subaward Institution that ...

- 1) Does not have a COI policy that complies with Federal regulations AND
- 2) Agrees to comply under Mount Sinai's policy

Please provide paper COI forms to the subaward investigators for them to sign and return. Go to GCO Application Information > Forms and select the appropriate "COI Form for Subawardees Under ISMMS Policy". Submitting signed paper COI forms to the GCO is also a <u>yearly</u> requirement. Complete information on the GCO policy can be found here.

a. Completing the IF - Personnel Who Must Sign a COI Form
 Include everyone who meets the Federal Conflict of Interest definition of an Investigator, defined as any individual responsible for the design, conduct or reporting of the project.

For <u>human subject research projects</u>, also add staff who are involved in the design, conduct or reporting of the human research study. These are the individuals listed in the smartform on the Local Study Team Members tab in RUTH.

b. Completing the IF - Personnel Who Must Sign a S&D Form
 A S&D form is required for all key personnel of Federal and State funded projects, even when Mount Sinai is a subaward. Since key personnel are a subset of individuals who must

For more guidance about key personnel and who Mount Sinai considers to be an investigator specifically for COI purposes, click here. Reviewing this information can help you select the

### 2. Technical Steps - Adding and Removing Personnel

appropriate individuals to include on the IF.

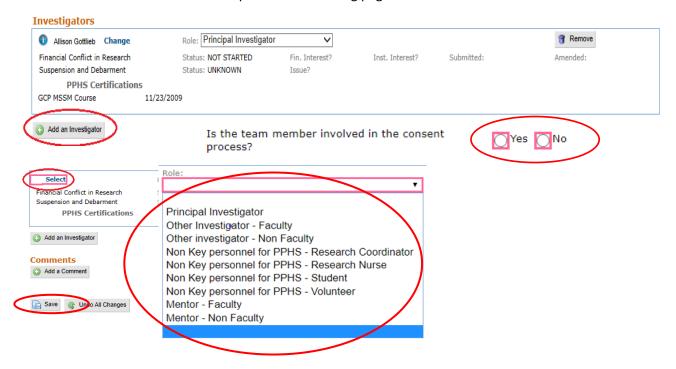
complete COI forms, you won't need to add more staff.

#### Adding Personnel

At the bottom of the form, click on "Add an Investigator," then click on the "Select" link and enter the person's name or life number. Then click on the person's name in the search results. Select "Role" from the drop down list.

If the user chose "Yes" to "Human Subjects" in the top portion of the form, this additional question appears. "Is the team member involved in the consent process?" Please select "Yes" or "No."

Click on "Save." See example on the following page.



As a reminder, please review the <u>COI Instructions</u> for information regarding who must complete the COI form and therefore will need to be added to this section of the IF. In addition, review the <u>PPHS section</u> in this document regarding adding personnel from RUTH.

Once you click on Save <u>and</u> all of the investigators that you added to the IF signed the COI and/or S&D forms, the IF locks and you can no longer add more investigators. See note below for further instructions.

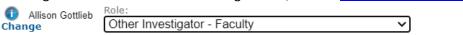
**NOTE:** If you do not have the complete list of investigators and wish to continue working on the IF at a later time to add them, it is recommended that you <u>partially complete</u> an investigator record. To do so, click on "Add Investigator" and then click on "Save". You won't include a person's name or role. If you do not add a partial record, the IF routes to the GCO/HSPO after the PI and other investigators you have included sign the forms, and you will not be able to edit the IF. You will need to then contact the GCO/HSPO to add personnel.

#### And remember to:

Remove the partially completed investigator record by clicking on the "Remove" Icon. The IF is routed to the GCO after 1) It is completed and 2) Investigators sign COI/S&D forms.

#### Removing Personnel

Click on the "Remove" button in the Investigator row to remove personnel. You won't be able to change the PI in this section. To change the PI, see the PI form field instructions in III.A.7.



### **Undo All Changes**

Press the Undo All Changes button to undo all of the changes you have made. However, once you press Save, you will not be able to undo your changes.



## IV. Tracking Investigator Sign off on COI and S&D Forms

The PI or coordinator can make sure all the investigators sign the COI / S&D forms by tracking their status in the IF. This is helpful because GCO/HSPO require the form to be complete as part of their review.

## A. Technical Steps - Tracking IF Form Status

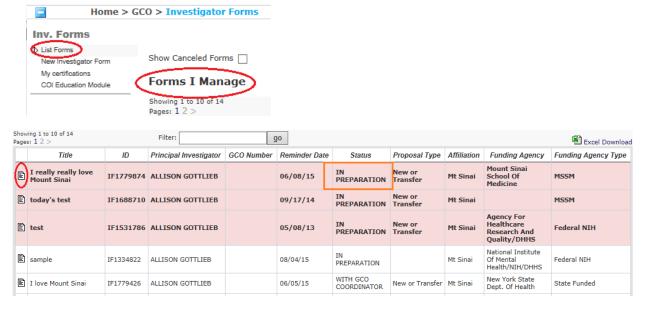
To track the form(s), go to: Sinai Central > GCO or COI > Investigator Forms > List Forms > Forms I Manage. Click on next to "Title".

Note in the example below that the IF status is "IN PREPARATION". And, in the "Investigators" section please note the following:

- The PI "SUBMITTED the COI form. The S&D form is NOT APPLICABLE.
- The Coordinator set up a blank record (that is why the name and role is missing) so she can continue to add investigators on the IF.

Mount Sinai

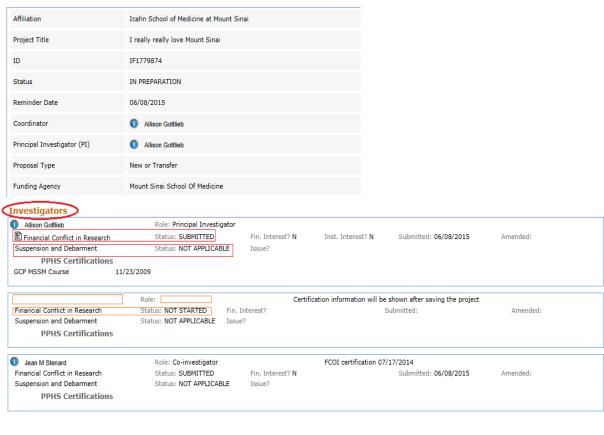
#### TRACKING IF STATUS



Remove

#### **View Investigator Form**

#### **Investigator Form**





## B. Status Tables - Helpful Info for PIs and Delegates

The tables below should help you navigate the IF and determine what steps you may need to take to complete the IF process.

Table 1: IF Status

<u>Status</u>	Additional Information	PI or Delegate Can
In	User is preparing the IF <u>or</u> not all	Continue to add investigators and edit IF.
Preparation	investigators have signed their COI / S&D forms.	
With GCO	All investigators have signed their COI / S&D	Neither add investigators nor edit the IF.
Coordinator	forms.	Contact GCO/HSPO for assistance. Please
		reference the IF # in GCO communication.
With Grants	All investigators have signed their COI / S&D	Neither add investigators nor edit the IF.
Specialist	forms.	Contact GCO/HSPO for assistance. Please
		reference the IF # in your communication.

Done	All investigators have signed their COI / S&D forms; GCO/HSPO has completed its review of the IF.	Add investigators if there are new personnel mid-year.
Pending GCO Edits	The GCO is making GCO-level changes and/or adding investigators to an IF that previously reached the "Done" status. The IF reverts back to "Done" after the changes are saved and/or after the newly added Investigators complete their COI/S&D forms.	Correct information or add Investigators after a form is finalized.
Pending Edits	The PI/Coordinator is editing the IF and/or adding investigators to an IF that previously reached the "Done" status. The IF reverts back to "Done" after the changes are saved and/or after the newly added Investigators complete their COI/S&D forms.	Correct information or add Investigators after a form is finalized.
Rejected	The GCO has rejected the form.	Amend the form by clicking on the "Edit" icon and resubmit.

Table 2: Status of Individual COI / S&D Forms within the IF

<u>Status</u>	Additional Information	PI or Delegate Can
Not Started /	Investigator has not started signed the	Remind investigators to complete
Draft	COI / S&D forms.	form(s).
In Preparation	Investigator is in the process of	Remind investigators to complete
	completing the COI / S&D forms.	form(s).
Submitted	Investigator has signed the COI / S&D	
	forms.	

### V. Frequently Asked Questions

1. I am an Investigator and did not receive an e-mail informing me to sign COI and S&D form(s). Where do I sign the forms?

Log on to Sinai Central > COI or GCO > Forms I must Complete. Refer to the investigator the COI form instructions and the <u>S&D form instructions</u>.

If the forms do not appear in Sinai Central > COI or GCO > Forms I must Complete section, please ask the <u>IT Help Desk</u> or <u>IT Security</u> to check whether you have more than one Sinai Central account and whether your Active Directory account (username and password) is linked to the correct Sinai Central account.

2. I am not able to log into Sinai Central (SC) to initiate the Investigator Form (IF). How do I log on?

All users log onto Sinai Central (SC) by using their Single Sign On (SSO) user name and password. If you are an employee and new to SC, you can activate your account on <a href="Sinai Central">Sinai Central</a> by clicking on the "Activate your Account" button once you are on the site. Please note that in some cases, new employees may not yet have been added. Additional <a href="information on accessing and activating SC accounts">information on accessing and activating SC accounts</a> can be found on the SC site.

# 3. I am trying to add an Investigator to the IF and see that his name appears twice. Which one do I pick?

- 1) Contact IT Security (SecAdmin) to deactivate the "non-employee" account.
- 2) Remove the current listing from the Investigator Form.
- 3) Re-assign the Investigator to the IF. Make sure that the selection includes the investigator's department number and title.

Additional Information: When a researcher is hired and needs to submit COI/S&D forms prior to his/her official start date, he/she is issued a Sinai Central extranet ("non-employee") account. If the researcher's life number is not entered into the extranet account profile, he/she is automatically issued a second ("employee") account on or after his/her start date. This results in two accounts.

# 4. I am trying to add more investigators to the IF but the form is locked. How do I add more investigators?

See the "Forms I Manage" screenshot below. If the form status is "With GCO Coordinator" or "With GCO Specialist," you are no longer able to add more investigators. You will need to contact the <a href="GCO/HSPO">GCO/HSPO</a> for assistance.

## Forms I Manage



The IF locks when all the investigators on the IF have completed the COI form and the S&D form, if the S&D also required. To avoid this issue in the future, click <a href="here">here</a> for the instructions on adding investigators later but still prior to ISMMS (i.e., GCO, PPHS, IACUC) / HSPO submission. Also see <a href="IF Status Tables">IF Status Tables</a> in this manual for complete information on statuses.

# 5. The Investigator's IRB/PPHS Certifications do not appear in Sinai Central. Why can't I see them?

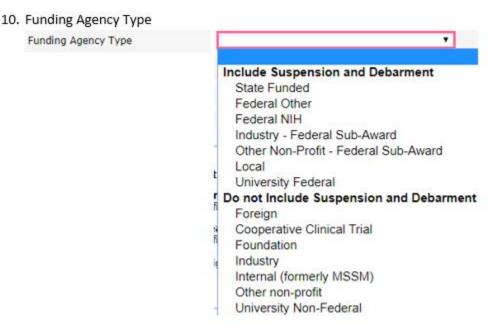
- 1) The Investigator may not have affiliated his/her <u>CITI Program</u> account with the Icahn School of Medicine at Mount Sinai. Click <u>here</u> to review IRB's instructions for affiliating. Go to "What if I have already taken coursework through <u>www.citiprogram.org"</u> Q&A?
- 2) The investigator may have more than one Sinai Central account. Please see FAQ #3 above for additional instructions.
- 3) Please contact **PPHS** with any other questions.

# 6. I am a new coordinator and would like to access the IFs that the former coordinator prepared. How do I get access?

Please contact your <u>designated GCO Specialist</u>, <u>Coordinator</u>, <u>or AOR</u> for assistance. If there are more than five IFs to transfer, please contact <u>sinaicentral@mssm.edu</u> for assistance.

7. When I set up the IF and add investigators, sometimes they receive a Suspension and Debarment (S&D) form to complete and sometimes they don't. Why does this happen?
As per the regulations for Federal, NY State and NY City sponsored projects, all investigators

must disclose information regarding suspension and debarment. See the screenshot below of the "Funding Agency Type" on the IF which are organized into two sections: "Include Suspension and Debarment" and "Do not Include Suspension and Debarment." Please select the appropriate option in the dropdown menu.



8. I need to submit my unfunded research project to the PPHS via RUTH because it's a human subjects research and to GCO via InfoEd because the GCO must sign a study drug donation agreement. Does this also mean I need to complete two IF forms? One for the PPHS and another for the GCO?

No, only one IF is required. If for example, you need to submit your project to the PPHS or the IACUC and you also need to submit to the GCO, only one IF is required.

9. My IACUC approval is for three years. My research project is not receiving any external funding and I don't need to submit to the GCO. Do I also complete the IF every three years?

Yes, complete the IF every 3 years.

- 10. I am applying for supplemental NIH funding. Do I need to create another IF?
  Yes, please add the PI plus any new investigators when applying for supplemental funding.
- 11. I received supplemental funding from the NIH for three years. Do I need to create an IF each year of the supplement?

It depends. If the NIH issues a separate award notice each year for the supplemental funding, then please also create an IF each year.

If the NIH includes the supplemental funding in the award notice of the overall grant in future years, then do not create a separate IF. Include the investigators for the supplement in the overall IF.

# VI. Making Study Personnel Changes Within a Current Budget Period on the IF Post GCO/HSPO Submission

## A. Policy Information - COI / S&D Requirements

If there are new investigators within a current GCO/HSPO budget period, please add them to the IF. Only remove project personnel when they are added in error when the IF is still in preparation. If you no longer have access to remove, please contact GCO/HSPO for assistance.

### B. Technical Steps – Adding and Removing Personnel

The IF status must read "Done" or "Pending Edits". For any other IF status, please contact the <u>GCO/HSPO</u> for assistance. When the IF is in the "Done" status, click on the "Augment" or "Edit" button at the bottom of the form and then <u>Add and Save the Investigators</u> as described in section III.B.2.

## C. Coordinating Study Personnel Changes with GCO/HSPO, IRB and IACUC

#### 1. GCO/HSPO

In the case of new investigator(s) joining the project mid-year, please add the personnel directly to the current IF. GCO/HSPO does <u>not</u> require an additional InfoEd or HSPO project submission within a <u>current</u> budget period. Always include the appropriate personnel in the next annual InfoEd /HSPO proposal submission. If this is a sponsored project, refer to the extramural agency's policies and procedures for more information about required documentation and whether the agency may need to approve the personnel change. If the agency requires approval from an institutional official, please do contact your <u>designated GCO Grants Specialist</u> / <u>HSPO</u> who will review the request and obtain signature.

Also in the case of more complicated changes such as the PI and Coordinator leaving Mount Sinai mid-year and adding their replacements, please contact your <u>designated GCO Grants Specialist</u> / <u>HSPO</u> who can assist you.

## 2. <u>IRB</u>

Click <u>here</u> for information about IRB's requirements for study personnel changes within an IRB approval period.

#### 3. IACUC

To add new personnel to an IACUC protocol within an IACUC approval period, PIs must complete the <u>online form</u> and select the help topic "eIACUC Training" New Personnel can be added to the protocol and granted access to eIACUC after all required training has been completed. Please contact the IACUC office at <u>iacuc@mssm.edu</u> or 212-241-0153 for information about additional requirements.

## **VII. Contact Information**

Dept	This office	Contact Info
GCO / ISMMS Grants and Contracts Office	<ul><li> Answers COI / S&amp;D form questions.</li><li> Adds Investigators once the IF is with the GCO and also before it is finalized.</li><li> Can transfer the IF to a new Coordinator.</li></ul>	grants@mssm.edu 212.824.8300 Ask to speak with a Grants Coordinator.
HSPO Hospital Sponsored Programs Office	<ul><li> Answers COI/ S&amp;D form questions.</li><li> Adds Investigators once the IF is with HSPO and also before it is finalized.</li><li> Can transfer the IF to a new Coordinator.</li></ul>	olga.carr@mountsinai.org
PPHS/ ISMMS Program for the Protection of Human Subjects	Answers study personnel PPHS Certification related questions.	IRB@mssm.edu Tel #: 212.824.8200
COI Conflicts of Interest Office	Answers COI policy questions.	COI Hotline for Financial Conflicts of Interest in Research and Confidential Conflicts of Interest: 212.241.0845
Information Ted	hnology (IT)	
IT Help Desks	Assists with account and password issues.	
Most associated research and sponsored projects are submitted to the GCO. Contact the ISMMS help desk.  Icahn School of Medicine  ascit@mssm.edu 212.241.7091		
If your associated sponsored project is submitted to HSPO, contact one of the Help Desks below for assistance.  Mount Sinai Hospital, Mount Sinai Queens  ITHelpDesk@mountsinai.org 212.241.4357		
Mount Sinai Beth St. Luke's, Mount	Israel, Mount Sinai Brooklyn, Mount Sinai Sinai West	212.523.6486
New York Eye & E	ar Infirmary	212.979.4273
IT Security	Deactivates Sinai Central accounts for users that have more than 1 account.	ITSecurityOperations@mountsinai.org
Sinai Central Support Team	Fixes technical issues if the form malfunctions.	sinaicentral@mssm.edu

## VIII. Other Helpful Links

<u>Instructions for Completing the COI Form</u> <u>Instructions for Completing the S&D Form</u> In addition to creating the IF to submit COI and S&D forms, you can also use the IF form to review other required certifications for GCO submission. Please see the following document:

GCO's Application Submission Checklist Instructions > no. 10 and no. 11.

- 10. CITI COI Education Module: Have you checked to make sure all the investigators completed this training?
- 11. Sinai Central Annual COI Forms: Have you checked to make sure all the investigators completed these forms?

## VIII. Highlights of Significant Changes to this Document from Previous Versions

Section	Description of Change	
7/2021 version		
III. Creating the IF	Removed references to PPHS HRP 211 form and replaced with	
	RUTH.	
	Added function of the "Undo All Changes" button.	
9/2020 version		
I. Overview	Updated as per changes in GCO submission process effective for projects	
	9/23/20 and after.	
III. Creating the IF	Added human consent and DURC questions.	
V. FAQs	Changed from "Problems and Solutions" to "FAQs"; added new FAQs.	
VII. Making Study Personnel Changes	Updated IACUC section with eIACUC software.	
Within a Current Budget Period Post GCO		
/ HSPO Submission		
8/2020 version		
VIII. Highlights of Significant Changes to	Added new section "Highlights of Significant Changes to this Document	
this Document from Previous Versions	from Previous Versions."	
III.B. 2 Creating the IF > Adding Project	Updated the options available in the "Role" dropdown.	
Personnel		
7/2020		
IV.B. 2 Status Tables	Added "Reject" status.	