GCO’s Suspension and Debarment (S&D) Form Instructions

Personnel Who Must Sign a Suspension & Debarment (S&D) Form
A Suspension and Debarment (S&D) form is required for all Mount Sinai key personnel of Federal and State funded projects, even when Mount Sinai is a subawardee. Key Personnel are the PI and other individuals who contribute to the scientific development or execution of a project in a substantive, measurable way. For additional guidance, click here, go to pp. 3 and refer to the “Key Personnel” definition. Investigators from other institutions (i.e., subaward personnel) and consultants (not employees of Mount Sinai) do not complete this form.

The PI/delegate who creates the IF should also note that he or she won’t need to add extra individuals to sign the S&D form. Since key personnel are a subset of individuals who complete the COI form, you have already added them when you were entering the COI personnel on the IF.

Completing the Form
1. You can complete the form in Sinai Central (SC) by clicking on the link provided in an automatically generated e-mail, which the PI or PI’s delegate initiates by completing the Investigator Form (IF), or you can access the S&D form at this site: Sinai Central Log In > GCO or COI > Investigator Forms > List Forms

2. Scroll down to the “Forms I Have to Complete” section and click on the as indicated below.
3. You will be taken to the S&D form.

4. Please review the four statements on the form, click on the appropriate certification statement and then click on the Submit button.

Table: Status of S&D Form

<table>
<thead>
<tr>
<th>Status</th>
<th>Key Personnel Must...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Started / Draft</td>
<td>... complete form.</td>
</tr>
<tr>
<td>In Preparation</td>
<td>... complete form.</td>
</tr>
<tr>
<td>Submitted</td>
<td></td>
</tr>
</tbody>
</table>

Problems and Solutions
Problem: I did not receive an e-mail informing me to sign the S&D form.
Solution: Log on to Sinai Central > COI or GCO > Forms I must Complete.

You can also ask the IT Help Desk or IT Security 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.

Problem: I do not have a Sinai Central (SC) account to complete the form.
Solution: Please contact your departmental administrator for assistance with requesting an extranet Sinai Central account via Sailpoint. Sailpoint instructions are also available here.

Other Helpful Links
Investigator Form (IF) Instructions
The PI or delegate follows these instructions to create an Investigator Form (IF). The IF, once completed, generates the COI / S&D forms for project personnel to sign.
Instructions for Completing Conflict of Interest (COI) Form
## Contact Information

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<thead>
<tr>
<th>Dept</th>
<th>This office...</th>
<th>Contact Info</th>
</tr>
</thead>
</table>
| **GCO / ISMMS**           | ... Answers S&D form questions | e-mail: grants@mssm.edu  
Tel# 824.8300  
Ask to speak with a Grants Coordinator |
| **OGARA/Member Hospitals**| ... Answers S&D form questions | e-mail: OGARA@chpnet.org |
| **IT, Development Center**| ... Fixes technical issues if the form malfunctions | itdc@mssm.edu |