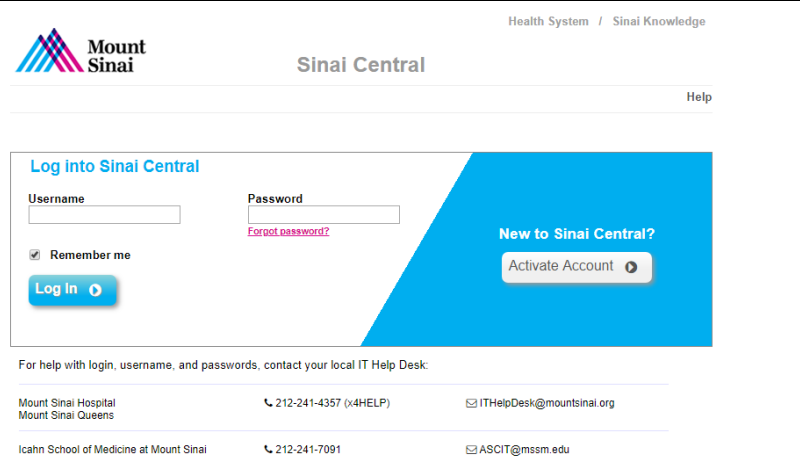
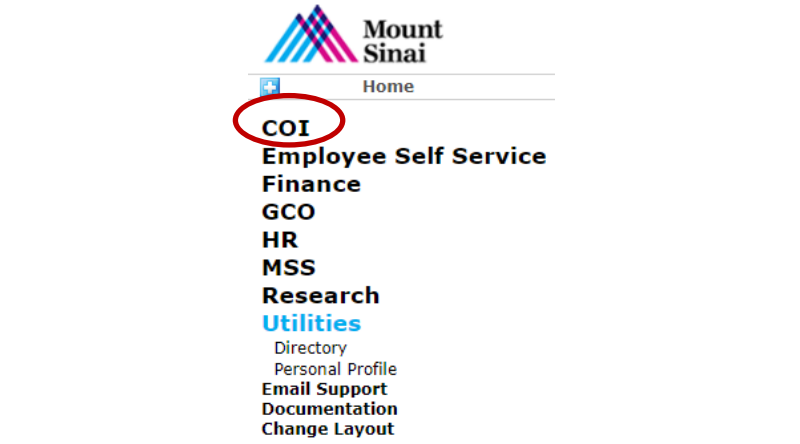
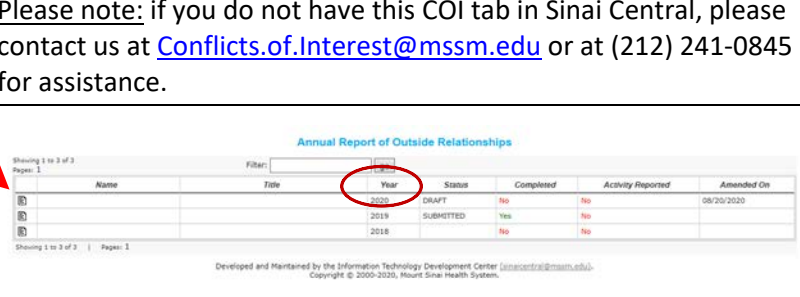


Instructions to Accessing the Annual Report of Outside Relationships (Annual Form)

The Annual Report of Outside Relationships (also called the Annual Form) must be completed online via Sinai Central by Mount Sinai faculty (both full time and part time) and staff disclosing all financial interests including consulting activity, equity ownership, and intellectual property. Others involved in Mount Sinai research (including post docs, voluntary faculty, students, and trainees), must also complete an Annual Form. This disclosure form is required to be completed within 45 days of hire, annually, and updated (within 30 days) if there are changes to your financial interests. For more details on who should disclose and what to disclose, please visit our [COI FAQ page](#).

<p>1. Log into Sinai Central using your Mount Sinai username and password (https://sinaicentral.mssm.edu/)</p> <p><i>Please note: you must have access to VPN or be on campus in order to access Sinai Central.</i></p>	 <p>The screenshot shows the Sinai Central login interface. At the top, it says 'Sinai Central' with a 'Help' link. Below is a 'Log into Sinai Central' section with fields for 'Username' and 'Password', a 'Remember me' checkbox, and a 'Log In' button. To the right, there is a 'New to Sinai Central?' section with an 'Activate Account' button. At the bottom, there are contact details for Mount Sinai Hospital, Mount Sinai Queens, and the Icahn School of Medicine at Mount Sinai.</p>																												
<p>2. Click on the COI tab on the left hand side of the screen</p>	 <p>The screenshot shows the Sinai Central navigation menu. The 'COI' tab is circled in red. Other tabs include Home, Finance, GCO, HR, MSS, Research, Utilities, Directory, Personal Profile, Email Support, Documentation, and Change Layout.</p>																												
<p>3. Click on “Annual Report of Outside Relationships” under this COI tab.</p>	<p>Please note: if you do not have this COI tab in Sinai Central, please contact us at Conflicts.of.Interest@mssm.edu or at (212) 241-0845 for assistance.</p>																												
<p>4. Click on the paper icon next to your name for the current year (this should be the top row if there are multiple rows/years).</p>	 <p>The screenshot shows the 'Annual Report of Outside Relationships' table. The 'Year' column has a red circle around the '2020' row. A red arrow points to the paper icon next to the name in the first row of the table.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Showing 1 to 3 of 3</th> <th>Filter:</th> <th>Year</th> <th>Status</th> <th>Completed</th> <th>Activity Reported</th> <th>Amended On</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>2020</td> <td>DRAFT</td> <td>No</td> <td>No</td> <td>08/25/2020</td> </tr> <tr> <td></td> <td></td> <td>2019</td> <td>SUBMITTED</td> <td>Yes</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>2018</td> <td></td> <td>No</td> <td>No</td> <td></td> </tr> </tbody> </table> <p style="font-size: small; text-align: center;">Developed and Maintained by the Information Technology Development Center (sinaicentral@mssm.edu). Copyright © 2000-2020, Mount Sinai Health System.</p>	Showing 1 to 3 of 3	Filter:	Year	Status	Completed	Activity Reported	Amended On			2020	DRAFT	No	No	08/25/2020			2019	SUBMITTED	Yes					2018		No	No	
Showing 1 to 3 of 3	Filter:	Year	Status	Completed	Activity Reported	Amended On																							
		2020	DRAFT	No	No	08/25/2020																							
		2019	SUBMITTED	Yes																									
		2018		No	No																								

5. Please carefully read the instructions and complete your annual form:

2020 REPORT OF BUSINESS RELATIONSHIPS OUTSIDE OF YOUR MOUNT SINAI EMPLOYMENT

Attention Macintosh users: Please do not complete this form using the Safari Browser; **use the Firefox Browser or Google Chrome.** If you do not have this browser on your desktop, please contact ASCIT@mssm.edu before proceeding.

You are about to complete a questionnaire designed to identify and report to the Mount Sinai Health System, prior, existing and potential future arrangements/ relationships/ activities that you or a related party (parent, spouse/domestic partner and/or children) have with outside entities, both commercial and non-commercial.

Before completing this form, please click to read the related policies: [Business Conflicts of Interest](#); [Financial Conflicts of Interest in Research](#); [Financial Arrangements with Outside Entities](#); and [Interactions with Vendors and Other Commercial Entities](#).

IMPORTANT DEFINITIONS TO UNDERSTAND FOR ANSWERING QUESTIONS:

- **Commercial entities** *include but are not limited to:* pharmaceutical, biotechnology, office supply, and medical device/supply companies; research supply and equipment companies; medical service providers; billing and collection companies; media, communications or public relations firms; law firms. These can be publicly traded or privately owned, and can also be start-ups or well-established companies. Mount Sinai companies are also included in this definition.
- **Non-commercial entities** *include but are not limited to:* academic institutions, professional organizations, not-for-profit organizations, foundations, philanthropic organizations and non-commercial data and safety monitoring boards.
- **Related Parties** *include:* parent; spouse/domestic partner; children (both minor and adult children, whether by birth or adopted).

Report ALL FINANCIAL paid or unpaid relationships outside your Mount Sinai employment, including payment amounts. Please DO NO REPORT:

- **Grant funding to Mount Sinai;**
- **Membership on study sections and review of scientific proposals; for not-for-profit or governmental extramural entities that sponsor not-for-profit scientific research, e.g., NIH.**
- **Information about your previous employment if you were hired in 2019 or 2020, unless you have an ongoing relationship with your prior organization or if the entity is a foreign university or company.**

All full time faculty, "Career Part Time" faculty and staff must have approval from the Department Chair or Vice-President, as applicable, prior to commencing participation; Department Chairs must obtain prior approval from the Dean of Icahn School of Medicine at Mount Sinai. Certain requirements, such as Consulting and industry funded speaking engagements, ownership/equity arrangements, participation in videos, press releases and vendor sponsored events require review and approval by either the Conflicts of Interest Office (ISMMS Office of the Dean) or the Staff Conflicts of Interest Office (Assurance and Compliance Services).

How to Report your Business Relationships Outside Your Mount Sinai Employment:

Please complete ALL of the following sections. As you complete this form, you may be prompted to supply additional information about any declared relationships.

- All sections and relationships requiring review will appear in RED. Click on the RED item to open the page; the item will turn BLACK once fully completed.
- All required fields are highlighted in PINK.
- Information is automatically saved after you enter it and can be edited before you click the "Submit" button in the "Review and Submit" section. After submitting, if you need to update your form, you must use the "Amend" button (will appear at the top of the page after your form is submitted). After amending, you must click the "Submit" button in the "Review and Submit" section.
- Click "Done" at the bottom of each page after you complete the item or section.

- **To SUBMIT your completed form:**
 - Either click "Done" at bottom of main page OR click on "Review and Submit" button on top of page;
 - Errors will appear in RED at top of the page, you may click on them to be taken directly to the errors;
 - Review form for completeness and accuracy;
 - Check the certification box at the bottom of page;
 - Click the "Submit" button at the bottom of page.

For faculty, post-docs, fellows and students with questions relating to this form or to Mount Sinai's Conflicts of Interest policies, please contact 212-241-0845, or email the [Office of Industry Engagement & Conflicts of Interest](#) at Conflicts.of.Interest@mssm.edu For Staff Conflicts of Interest, please contact Vivian Dillon, Senior Director, Corporate Compliance at Vivian.Dillon@mountsinai.org / or Alma.Azua-Cassady@mountsinai.org / 646- 605-7115.