INSTRUCTIONS FOR COMPLETING THE FINANCIAL INTERESTS IN RESEARCH DISCLOSURE FORM (“FCOIR FORM”)

WHO MUST COMPLETE THE FINANCIAL INTERESTS IN RESEARCH DISCLOSURE FORM (FCOIR FORM)?
All Mount Sinai Health System Investigators and personnel listed on the Grants and Contracts Office (GCO) Investigator Form (“IF”) must complete the FCOIR Form. An investigator is defined as anyone responsible for the design, conduct or reporting of the study, and includes:
- Principal Investigator
- Key Personnel
- Anyone with a role that includes the word “Investigator” (Example: Co-Investigator)
- Primary Mentor on a Fellowship or Mentored Career Development Award
- Faculty Personnel, either key or non-key

If you are listed on the IF, you will receive an email notifying you to complete the FCOIR Form.

HOW DOES THE FCOIR FORM DIFFER FROM THE ANNUAL DISCLOSURE FORM?
Sinai Central is the platform for completing both forms. However, the forms differ in purpose and timing:

<table>
<thead>
<tr>
<th>NAME OF FORM:</th>
<th>ALSO KNOWN AS:</th>
<th>PURPOSE:</th>
<th>WHEN DO YOU COMPLETE?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Report of Outside Relationships</td>
<td>“Annual Form”</td>
<td>To disclose all financial interests that you have outside of your Mount Sinai employment.</td>
<td>1x/year, although you are expected to update it throughout the year if your financial interests change.</td>
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<tr>
<td>Financial Interests in Research Disclosure Form</td>
<td>“FCOIR Form”</td>
<td>To determine whether any of your financial interests pose actual or perceived conflicts with a proposed research project.</td>
<td>You must complete this form each time you submit a grant.</td>
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NOTE: Financial interests that you disclose on your Annual Form automatically import to the FCOIR Form (Not imported to FCOIR Form: Direct payments from most charitable organizations, academic institutions, and government agencies; and direct payments under $5,000 to you and/or a related party.)

STEP-BY-STEP INSTRUCTIONS FOR COMPLETING THE FCOIR FORM:

- **Accessing the Form:**
  - Log in to Sinai Central ([https://sinaicentral.mssm.edu/](https://sinaicentral.mssm.edu/)) > Select GCO > Select Investigator Forms > Select form for your study

- **Entering Data:**
  - The Form consists of four (4) disclosure sections, and you must complete all of them:
    - Relationships with Outside Entities
    - Intellectual Property (Inventions/Patents/Copyrights/Royalties)
For questions about the Annual Form or the FCOIR Form, contact the Office of Industry Engagement and Conflicts of Interest (COI Office) Hotline at 212-241-0845.