How to Complete/Update Your COI eDMS Disclosure Profile

The (COI) eDMS Disclosure Profile must be completed online via the eDisclosure Management System (eDMS) by Mount Sinai faculty (both full time and part time) and staff disclosing all outside financial interests, including but not limited to, consulting activity, equity ownership, and intellectual property. Others involved in Mount Sinai research (including post docs, voluntary faculty, students, and trainees), must also complete/update their eDMS Disclosure Profile. This disclosure profile 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.

1. Log into eDMS using your Mount Sinai username and password (edms.mssm.edu)

2. Click on the COI tab at top of the page to go to your eDMS Disclosure Profile

3. Click on “Edit Disclosure Profile” under the Instruction Center to update/complete your eDMS Disclosure Profile

4. Please read the Instructions and Policies page, including links to relevant policies, and click “Continue”

   You can navigate to different sections using the Navigation Bar on the left, or clicking “Continue” at the end of each page.
5. Tips for Completing Entity Disclosure Information

- Please report all financial paid or unpaid relationships or activities outside of your Mount Sinai employment for the past calendar year AND any new outside relationships you have started this year-to-date.

- Use this section to also report outside activities of related parties (spouse/domestic partner and/or dependent child) with business entities that have or may potentially have a business relationship with, or that compete with Mount Sinai.

Entity Disclosure Information

1. * Do you have any financial interests and/or compensated/un-compensated outside activities to report or update?
   
   NOTE: (i) By clicking “NO” all entities previously disclosed (during the annual cycle or at other times) will be erased.
   (ii) If you have been added to a research project, after you review/update your disclosures, click “Continue” to complete this form, submit your attestation, and then answer the Research Trigger project-specific questions.

   - Yes  ○ No  Clear

2. * Entity disclosures: 

   ![Table Image]

   Click “+ Add” to add each entity disclosure. Please keep in mind that eDMS is an entity-driven disclosure system, so you will need to close all outside relationships, foreign activities, equity ownership, royalty payment, sponsored travel, etc. in this section.

   If you have nothing to disclose, please select “no” in Question 1. Please keep in mind that if you had any previously disclosed information in the Entity Disclosure Table, selecting “no” will delete all previously entered information without a mechanism for recovery. If you are on research projects, this is not the Research Trigger Form. You will be directed to complete Research Trigger Form with project-specific questions after reviewing your Disclosure Profile (after Step #11). Please only select “no” if you have nothing to disclose. You will be asked to confirm that you have no financial relationships or outside activities to disclose before proceeding to the next section:

Entity Disclosure Information

1. * Do you have any financial interests and/or compensated/un-compensated outside activities to report or update?
   
   NOTE: (i) By clicking “NO” all entities previously disclosed (during the annual cycle or at other times) will be erased.
   (ii) If you have been added to a research project, after you review/update your disclosures, click “Continue” to complete this form, submit your attestation, and then answer the Research Trigger project-specific questions.

   ○ Yes  ● No  Clear

   Question 2 will only appear if the answer to Question 1 is “no”

2. * By answering “NO” to Question 1, you are attesting that you have no outside financial interests or outside activities to report. If you have previously entered any information in the Entity Disclosure Table above, clicking “no” in the above question will erase all previously disclosed entities. Please confirm below that you have no financial interests and/or outside activities (paid or unpaid) to report. Otherwise, please go back to Question 1 (above) and change your answer to “yes” before proceeding.

   ○ I confirm I have no financial relationships or outside activities to disclose.
6. Tips for Completing NYC Elected Officials:
- You must answer both questions, including checking the box in Q2, in order to move forward.

7. Tips for Completing Demographics:
- Department Chair is a required field, so each row for titles must have a Department Chair selected.
- Division Director is optional.
- Academic Titles and Depts. are pulled from HR (contact your departmental administrator if this information is inaccurate).
- Include any additional titles/institutional roles you hold.

8. Tips for Completing Intellectual Property:
- If you received any royalty payments, milestone payments, or any other payments in connection with your reported Intellectual Property (IP), please go back to the Entity Disclosure Information (step #5), enter the name of the entity in the Entity Disclosure table, and select "Royalty Payments" as the Disclosure Type.
9. Tips for Completing Foreign Influence:

- If you answered yes to any of the questions in this section, please go back to the **Entity Disclosure Information** (step #5) to disclose the foreign relationship, if not already disclosed.

- All foreign academic appointments, talent program participation, and any research support from foreign entities not negotiated through Mount Sinai, should be listed under “**Other Academic Appointments/Engagements**” in Entity Disclosure Information.

- All foreign personal consulting agreements or other foreign professional services should be listed under “**Consulting or Professional Services**” in Entity Disclosure Information.

10. After completing your disclosure and carefully reading the Attestation, **check the box** in the middle of the Attestation Page.

11. To submit your completed eDMS Disclosure Profile, click on **Complete Disclosure Profile Update**.

Clicking on “Finish” will **not** submit your disclosure profile. “Finish” will only save your changes and exit out of your disclosure profile. To submit, please click on Complete Disclosure Profile Update.

If you are listed on any active research projects, you will be prompted to update your open “Research Triggers” at this time. Please refer to **How to Complete/Update a Research Trigger Form** for step-by-step instructions.

For faculty, post-docs, fellows and students with questions relating to this form or to Mount Sinai’s Conflicts of Interest policies, please email the **Office of Industry Engagement & Conflicts of Interest** at Conflicts.of.Interest@mssm.edu. For Staff Conflicts of Interest, please contact **Corporate Compliance** at Corporate.Compliance@moundsinai.org or 646-605-7115. For technical help with login issues, usernames, and passwords, please open a Service Now ticket with Research IT via [https://mountsinahealth.service-now.com/rait](https://mountsinahealth.service-now.com/rait).