

What should I do in advance of making a human subjects' research submission? Check off the following to lead to a successful submission:

Gain access to the following systems – some require system training by Research IT:

InfoEd (<https://eresearch.mssm.edu>) – to make a submission to the Grants and Contracts Office (GCO). This requires InfoEd training conducted by Research IT. See <http://osticket.mssm.edu/support/> for class schedule.

Sinai Central (<https://sinaicentral.mssm.edu/>) – to make an annual report of financial interests and to create an Investigator Form (IF) and make study specific financial conflict of interest disclosures.

Ideate – to make submission to the IRB. This requires Ideate training conducted by Research IT. See <http://osticket.mssm.edu/support/> for class schedule.

All members of the study team need to login to Ideate and upload a CV/resume to their profile.

Complete the education courses required by the Program for the Protection of Human Subjects (PPHS):

- All education required by the PPHS can be completed through www.citiprogram.org. Register with CITIprogram, affiliate with Icahn School of Medicine at Mount Sinai and select the Investigator/Research Staff Human Subjects course (5-10 hours), the two HIPS courses (1.5 hours), and if conducting a clinical trial select GCP (4 hours).

How do I make a submission? Check off the following to lead to a successful submission:

FCOI Log-in to Sinai Central, create an Investigator Form, add all study personnel – write down the IF# as you will need it for InfoEd and Ideate. Have everyone complete the form. This step must be completed before your submission through Ideate can be submitted. If you have questions about your financial interests/disclosures, contact the Financial Conflict of Interest in Research Committee office at x44075.

IRB Log-in to Ideate and make your application to the IRB. If you have questions about the content of your application, contact the PPHS/IRB office at x58200.

GCO Log-in to InfoEd and create your submission to the GCO. If you have questions about your GCO submission, contact the GCO at x58300.

* NOTE: Steps 2 and 3 should be occurring on the same day to prevent delays in reviewing because both offices require that a submission has been made.

It may be helpful to visualize the submission process by thinking of **FIG** – as pictured below:

