INSTRUCTIONS FOR COMPLETING THE ANNUAL REPORT OF OUTSIDE RELATIONSHIPS

Section 1 – LOGGING IN TO THE ANNUAL REPORT:

- Log in to Sinai Central at: http://sinaicentral.mssm.edu/.
- Faculty Recruits Not Yet on Payroll:
  - Ask your Mount Sinai Department Administrator to set up an extranet account so that you can complete your Annual Report prior to becoming an employee. Once the extranet account is created, follow the directions below.
- New to Sinai Central? Click "Activate Your Account" and follow instructions.
- Established Sinai Central Users:
  - Enter Username and Password, and choose Affiliation. If you've forgotten your login information, click "Forgot your password" and follow instructions - or - call the contact number listed under "For Login, Username & Password Help.
  - Click "Log into Sinai Central".
  - Once you have logged in and reached your Sinai Central homepage, click the 'COI' link on left-side menu. *NOTE: If 'COI' does not appear in the menu, please contact the COI Office, 212-241- 0845 (internally, x*40845) or Conflicts.of.Interest@mssm.edu

If you experience technical difficulties, contact your local Sinai Central team, listed at the bottom of the log-in page.

Section 2 – NAVIGATING THE ANNUAL REPORT:

- Click "Annual Report of Outside Relationships".
- Click the 'paper icon' to the left of your name in top row (current year).
- Please note that even if you have nothing to declare, you still must go into each section of the form, answer "No" to each question and click the DONE button at the bottom of each section. When you have finished each section you will be returned to the report's "Sections" page.
- All sections and relationships requiring review appear in **RED**. Click on the **RED** item to open the page; **RED** will turn **BLACK** once fully completed.
- If you reported information on last year's form, that information will pre-populate Section I of your form and appear in **RED**. Please review and ensure accuracy of pre- populated data. Review each entry and amend as necessary. You will be

required to check-off a box indicating that you have reviewed the information.
- 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.
- Click "Done" at the bottom of each page after you complete the item or section.

Section 3 - FINISHING THE FORM AND ELECTRONICALLY SIGNING THE ATTESTATION:

- Click DONE at bottom of the "Sections" page or click REVIEW AND SUBMIT button at top of page to submit form. This will convert the report into a printable form, with text no longer editable.
- If you need to modify any information you entered, click "Sections" button at top of page, make edits then click either DONE or REVIEW AND SUBMIT button again.
- If satisfied with information you've entered, scroll to bottom of page, click the check box in the CERTIFICATION BOX (your electronic signature) and click SUBMIT.
- After the screen refreshes you should see a certification date at bottom of your printable form.
- You will receive an e-mail indicating that your form has been successfully completed and is in SUBMITTED status.

To learn more about Mount Sinai's policies relating to Conflicts of Interest:

- Financial Conflicts of Interest in Research

- Business Conflicts of Interest

- Financial Relationships with Outside Entities (aka Consulting Policy) (5th tab down on page)

- Interactions with Vendors and Other Commercial Entities

Questions?

Faculty, please direct your questions to Conflicts.of.Interest@mssm.edu .

For questions related to the Staff Conflicts of Interest program, please contact Vivian Dillon at Vivian.Dillon@mountsinai.org or Alma Azua-Cassady at alma.azua-cassady@mountsinai.org.