Icahn School of Medicine at	How to add new study personnel to an existing <u>Triggering Event</u>
Mount Sinai	Office of Industry Engagement and Conflicts of Interest

In order to initiate a research project, a Triggering Event (TE) must be completed in eDisclosure Management System (eDMS). Click here for instructions on how to submit a Triggering Event. Every person listed on the TE will be prompted to review their Disclosure Profile and complete a Research Trigger Form in eDMS through a notification email. Information on the eDMS Disclosure Profile is imported into this form. Click here for instructions on how to complete/update your eDMS Disclosure Profile. The Research Trigger Form is used to determine whether any financial interests pose actual or perceived conflicts with a proposed research project. This form is required for every grant and research project/study. The form also requires disclosure of related institutional financial interests. Click here for instructions on how to complete/update your Research Trigger Form. For more details on managing research conflicts of interest, please visit our <u>COI FAQ page</u>.

Triggering Events (TEs) may be edited at any time. Only the PI and PI Designee are able to make edits and submit the TE on behalf of the PI. There may be only one PI Designee per Triggering Event, but this role may also be changed at any time.

1.	Log into <u>eDMS</u> using your Mount Sinai username and password (https://eDMS.mssm.edu)	Moun Sinai	t D	or			ount nai
2.	Click on the COI tab at top of the page to go to your eDMS Disclosure Profile	Dashboa Disclosures Rea		COI Certifications	Plans	Triggering Events	Reports
3.	Click on Triggering Events under the COI tab. This will show all your Open Triggering Events as well as All Triggering Events	Dashboard Disclosures Requ		COI ertifications	Plans	Triggering Events	Reports
4.	To edit an existing/open Triggering Event, you may						

	select the appropriate TE from the lists or search for your research project by the TE Number. If you have an Investigator Form (IF Form) that migrated from Sinai Central, please use the IF Number to search for the research project.	Open Triggering Events Filter by ID TE00000047 Q + Add Filter X Clear All Open Triggering Events Filter by ID IF2645612 Q + Add Filter X
5.	Click on Edit Triggering Event on the left hand side of the TE summary page	Open Estimated start date: 4/1/2024 Estimated end date: 3/31/2029 Created date: 4/19/2023 1:36 PM Last modified date: 4/19/2023 2:54 PM Nov: Steps Edit Triggering Event
6. 7.	Once the triggering event window opens, click on the "Research Personnel" tab on the left side of the screen. Click on "add" under research personnel.	Editing: TE10000564 Basic Information Research Personnel Organizations Scope Supporting Documents
8.	A new research personnel research will pop up. Start typing out the name of the PI Designee and select the appropriate personnel from the list Tips for Searching Personnel:	Add Study Team Member 1. * Select the person: Role in research: (check all that apply) Statistician Research Nurse Research Coordinator Principal Investigator (PI) Co-Investigator - Rocutly Student Administrative Staff (non-FCOI) Volunteer Mentor - Non-Faculty Human Subjects PI

 ✓ Use the % wild card to search! ✓ Click on the to search by first or last name – this will generate a full list of personnel from the organization to select from 9. Click on "Ok" once the information on the new personnel has been entered. 	3. Additional roles: 4. * Involved in Consent Process: Ves No Clear Required	OK and Add Another
10. Review the rest of the Triggering Event Form, and click on Finish on the last page of the form (Supporting Documents page)	S Exit	Save Finish
 11. You will be directed back the triggering event summary page. 12. The PI or PI Designee must click on "Manage Certifications" in order for the new investigator to be notified that they have been added to a research project and must review their Disclosure Profile and complete their Research Trigger Form. 	Open Estimated start date: Estimated end date: Created date: Aryo2023 1:59 PM Last modified date: Aryo2023 3:13 PM Dext Steps Control triggering Event Manage Certifications Manage Certifications	<section-header><section-header><section-header><section-header><section-header><text><text><text><text></text></text></text></text></section-header></section-header></section-header></section-header></section-header>