Agreement Tree

Use this tool and in just 1-2 clicks, find out what to do with the agreement you are working on now. Click here to enter.
The Agreement Tree

Agreements

- Confidentiality/Confidential Disclosure/Non-Disclosure Agreements
  - In Anticipation of an Agreement Regarding a Basic Science/Pre-Clinical Study, Sponsored Research or Collaborative Research Agreement, or Material Transfer Agreement (MTA)
  - For Service or Other Business Related Matters
  - For an Industry Clinical Research Agreement (e.g., Clinical Trial Agreement)
  - To Be Hired as a Consultant/Advisor/Speaker
  - Other Research Related Confidentiality/Confidential Disclosure Agreements

- Gift Agreements, Including Foundations
  - To Hire a Non-Research-Related Consultant
  - To Be Hired as a Consultant/Advisor/Speaker

- Consulting Agreements

- Grant Agreements, Including Foundations

- Industry Funded Research Agreements

- Outgoing Licensing Agreements Including Licensing of Tangible Materials

- Material Transfer Agreements (MTAs)

- Purchasing

- Data Use Agreements

- Service Agreements

- Subawards and Site Agreements

- Publishing Agreements

- Federal Certificate of Confidentiality

- Medical Education Conference or Continuing Education Agreements

- Basic Science / Pre-Clinical Sponsored Research or Collaborative (Translational ) Research Agreements

- Associated with an Industry Clinical Research Agreement

- To Provide Data to dbGaP or Another NIH Database

- All Outgoing Data Use Agreements Except for those Associated with the National Institutes of Health and/or Industry Clinical Research Agreements

- To Access Data from an Industry Partner for Non-Clinical Research

- To Access Data from the Federal Database of Genotypes and Phenotypes (dbGaP)

- To Access Data from Any Non-Industry Entity

- Revenue Generating

- Sinai Pays

- Subawards and Site Agreements when Mount Sinai is the Prime Awardee (Sinai Receives Main Award) Except for Clinical Research Agreements Funded by Industry

- Subawards and Site Agreements when Mount Sinai is the Sub-Awardee Except for Clinical Research Agreements Funded by Industry

- Industry Funded Site Agreements

- To Enter Into an Agreement Regarding a Basic Science/Pre-Clinical Study, Collaborative Research Agreement, or Material Transfer Agreement (MTA)

- To Be Hired as a Consultant/Advisor/Speaker

- To Hire a Non-Research-Related Consultant

- For Service or Other Business Related Matters
Types of Agreements

- Confidentiality/Confidential Disclosure/Non-Disclosure Agreements
- Consulting Agreements
- Gift Agreements, Including Foundations
- Grant Agreements, Including Foundations
- Industry Funded Research Agreements
- Outgoing Licensing Agreements Including Licensing of Tangible Materials
- Material Transfer Agreements (MTAs)
- Purchasing
- Data Use Agreements
- Service Agreements
- Subawards and Site Agreements
- Publishing Agreements
Confidentiality/Confidential Disclosure/Non-Disclosure Agreements

As a general rule, confidentiality agreements tend to be in anticipation of a future agreement. Whichever office would handle the future agreement also handles the preceding CDA.

- **Federal Certificate of Confidentiality**
- **In Anticipation of an Agreement Regarding a Basic Science/Pre-Clinical Study, Sponsored Research or Collaborative Research Agreement, or Material Transfer Agreement (MTA)**
- **For Service or Other Business Related Matters**
- **For an Industry Clinical Research Agreement (e.g., Clinical Trial Agreement)**
- **To Be Hired as a Consultant/Advisor/Speaker**
- **Other Research Related Confidentiality/Confidential Disclosure Agreements**
Federal Certificate of Confidentiality

- Send to: IRB@mssm.edu
- Reviewed by: Program for the Protection of Human Subjects (PPHS).
- Signed by: Dennis Charney, MD, Anne and Joel Ehrenkranz Dean, Icahn School of Medicine at Mount Sinai, President for Academic Affairs, Mount Sinai Health System.

Note: Do not send directly to Dr. Charney who requires pre-approval from the PPHS.
In Anticipation of an Agreement Regarding a Basic Science/Pre-Clinical Study, Sponsored Research or Collaborative Research Agreement, or Material Transfer Agreement (MTA)

- Log in to: https://msip.inteum.com/msip/agreementportal, request an agreement, select and fill out the appropriate request form, and attach any additional files.
- Contact: philip.semprevio@mssm.edu, Philip G. Semprevio II, JD, CLP, Mount Sinai Innovation Partners (MSIP).
- Reviewed (negotiated, drafted) by: Mount Sinai Innovation Partners.
- Signed by: Sybil Lombillo, PhD, JD, Director, Intellectual Property and Asset Development.
For Service or Other Business Related Matters

- Submit through: MediTract – CPRO Process Manager.
- Reviewed by: CEO Contracts Policy and Review Office (CPRO).
- Signed by: Jeff Silberstein, Executive Vice President.

Note: Service related confidentiality agreements are rarely appropriate for research. If in doubt, contact Grants and Contracts Office.
For an Industry Clinical Research Agreement (e.g., Clinical Trial Agreement)

- Login to MediTract and submit through the process manager.*
- Reviewed by: Financial Administration of Clinical Trials Services (FACTS)
- Signed by: Rosaria McEntee, Associate Director of Finance

*If you do not have a MediTract account, please email the FACTS Office for information about how to set up an account.
To Be Hired as a Consultant/Advisor/Speaker

For Faculty
- Send to: David.Atteratta@mssm.edu, Conflicts of Interest Office, 212-241-9069
- Reviewed by: ISMMS Conflicts of Interest (COI) Office
- Approved by: Department Chair

Additional for Chairs
- Approved by: Dennis Charney, MD, Anne and Joel Ehrenkranz Dean, Icahn School of Medicine at Mount Sinai, President for Academic Affairs, Mount Sinai Health System

Note: For additional details and required forms, please refer to the COI website: http://icahn.mssm.edu/research/resources/conflict-of-interest-coi

For Staff
- Send to: compliance.info@mountsinai.org
- Reviewed by: Office of Corporate Compliance, Vivian Dillon, Senior Director of Corporate Compliance and Alma Azua-Cassady, Compliance Manager
- Approved by: Office of Corporate Compliance and the Chairman or Senior Vice President in charge of their department
Other Research Related Confidentiality/Confidential Disclosure/Non-Disclosure Agreements

- Send to: contracts@mssm.edu
- Reviewed by: Grants and Contracts Office (GCO)
- Signed by: Jessica Moise, Grants and Contracts Officer, Senior Associate Dean for Sponsored Programs; Amanda Amescua, Director, GCO; or Hadijah Vactor, Director, GCO.
Consulting Agreements

- To Hire a Non-Research-Related Consultant
- To Be Hired as a Consultant/Advisor/Speaker
To Hire a Non-Research-Related* Consultant

- Submit through: MediTract – CPRO Process Manager.
- Reviewed by: CEO Contracts Policy and Review Office (CPRO).
- Signed by: Jeff Silberstein, Executive Vice President.

*Note: If the consultant is for the purpose of assisting with the conduct of research, then contact philip.semprevio@mssm.edu @ Mount Sinai Innovation Partners.
To Be Hired as a Consultant/Advisor/Speaker

For Faculty
- Send to: David.Atteratta@mssm.edu Conflicts of Interest Office, 212-241-9069.
- Reviewed by: ISMMS Conflicts of Interest (COI) Office.
- Approved by: Department Chair.

Additional for Chairs
- Approved by: Dennis Charney, MD, Anne and Joel Ehrenkranz Dean, Icahn School of Medicine at Mount Sinai, President for Academic Affairs, Mount Sinai Health System.

Note: For additional details and required forms, please refer to the COI website: http://icahn.mssm.edu/research/resources/conflict-of-interest-coi

For Staff
- Send to: compliance.info@mountsinai.org
- Reviewed by: Office of Corporate Compliance, Vivian Dillon, Senior Director of Corporate Compliance and Alma Azua-Cassady, Compliance Manager.
- Approved by: Office of Corporate Compliance and the Chairman or Senior Vice President in charge of their department.
Gift Agreements, Including Foundations

Send to: the Corporate and Foundation Relations team in the Development Office e-mail: DevCorpFound@mountsinai.org

Reviewed by: Development Department.

Signed by: Mark Kostegan, FAHP, Senior Vice President for Development.

Note: When an agreement is for philanthropic support from a foundation, corporate foundation, or corporation, the PI should contact the Development Office, Corporate and Foundation Relations Department to obtain the appropriate signature(s) from the Senior Vice President for Development, and on occasion from the President and CEO and/or the Dean.
Grant Agreements, Including Foundations

From Federal, State, Non-Federal (e.g. Foundation) Funding Agencies

- Send to: contracts@mssm.edu
- Reviewed by: Grants and Contracts Office (GCO).
- Signed by: Jessica Moise, Grants and Contracts Officer, Senior Associate Dean for Sponsored Programs; Amanda Amescua, Director, GCO; or Hadijah Vactor, Director, GCO.

Note: If significant intellectual property terms, GCO will coordinate review with Mount Sinai Innovation Partners.
Industry Funded Research Agreements

- **Basic Science / Pre-Clinical Sponsored Research or Collaborative (Translational) Research Agreements**
- **Industry Clinical Research Agreement (e.g., Clinical Trial Agreement)**
- **Medical Education Conference or Continuing Education Agreements**
Basic Science / Pre-Clinical Sponsored Research or Collaborative (Translational) Research Agreements

- Log in to: [https://msip.inteum.com/msip/agreementportal](https://msip.inteum.com/msip/agreementportal), request an agreement, select and fill out the appropriate request form, and attach any additional files.

- Contact: philip.semprevio@mssm.edu, Mount Sinai Innovation Partners (MSIP).

- Reviewed (negotiated, drafted) by: Mount Sinai Innovation Partners.

- Signed by: Sybil Lombillo, PhD, JD, Director, Intellectual Property and Asset Development.

Note: If no significant intellectual property issues in standard sponsored research agreements, MSIP may give to the Grants and Contracts Office for review.
Industry Clinical Research Agreement (e.g., Clinical Trial Agreement)

- Login to MediTract and submit through the process manager.*
- Reviewed by: Financial Administration of Clinical Trials Services (FACTS)
- Signed by: Rosaria McEntee, Associate Director of Finance

*If you do not have a MediTract account, please email the FACTS Office for information about how to set up an account.

Note: If the agreement involves collaboration in that ISMMS staff are contributing to the development of the protocol or potential product such as a diagnostic, then FACTS engages Mount Sinai Innovation Partners (MSIP) as needed.
Medical Education Conference or Continuing Education Agreements

- **Send to:** peter.brodhead@mssm.edu
- **Reviewed by:** Medical Education Department.
- **Signed by:** Peter Brodhead, Director, Continuing Medical Education.
Outgoing Licensing Agreements Including Licensing of Tangible Materials

- Send to: philip.semprevio@mssm.edu, Mount Sinai Innovation Partners (MSIP).
- Reviewed (drafted, negotiated) by: Mount Sinai Innovation Partners
- Signed by: Erik Lium, PhD, Vice President, MSIP
Material Transfer Agreements (MTAs)

- Log in to: [https://msip.inteum.com/msip/agreementportal](https://msip.inteum.com/msip/agreementportal), request an agreement, select and fill out the appropriate request form, and attach any additional files.

- Contact: philip.semprevio@mssm.edu, Mount Sinai Innovation Partners (MSIP).

- Reviewed by: Mount Sinai Innovation Partners.

- Signed by: Sybil Lombillo, PhD, JD, Director, Intellectual Property and Asset Development.
Purchasing

- Processed through: Sinai Central>Finance>Transactions>New>Contract
- Reviewed by: Purchasing
- Signed by: Stephen Harvey, Sr. Vice President, Chief Financial Officer

Contact Michael DeMartis (Michael.DeMartis@mountsinai.org or 646-605-7436) with any questions.
Data Use Agreements

- Associated with an Industry Clinical Research Agreement
- To Provide Data to dbGaP or Another NIH Database
- All Outgoing Data Use Agreements Except for those Associated with the National Institutes of Health and/or Industry Clinical Research Agreements
- To Access Data from an Industry Partner for Non-Clinical Research
- To Access Data from the Federal Database of Genotypes and Phenotypes (dbGaP)
- To Access Data from Any Non-Industry Entity
Associated with an Industry Clinical Research Agreement

- Login to MediTract and submit through the process manager.*

- Reviewed by: Financial Administration of Clinical Trials Services (FACTS)

- Signed by: Rosaria McEntee, Associate Director of Finance

*If you do not have a MediTract account, please email the FACTS Office for information about how to set up an account.
To Provide Data to dbGaP or Another NIH Database

- **Send to:** irb@mssm.edu
- **Reviewed by:** Program for the Protection of Human Subjects (PPHS)
- **Signed by:** Glenn Martin, MD, Senior Associate Dean for Human Subjects Research

Please be aware that NIH may require that the Grants and Contracts Office email the document signed by Dr. Martin.
All Outgoing Data Use Agreements Except for those Associated with the National Institutes of Health and/or Industry Clinical Research Agreements

- Log in to: https://msip.inteum.com/msip/agreementportal, request an agreement, select and fill out the appropriate request form (Other, in this case), and attach any additional files.

- Reviewed by: Mount Sinai Innovation Partners

- Signed by: Sybil Lombillo, PhD, JD, Director, Intellectual Property and Asset Development.

Note: If this is to access a “limited data set,” and the entity does not have a template agreement, you can obtain a “Data Use Agreement: For Non-Mount Sinai Researchers” template from the Program for the Protection of Human Subjects (PPHS) site and then proceed as instructed above. Click here to download it.
To Access Data from an Industry Partner for Non-Clinical Research

- Log in to: https://msip.inteum.com/msip/agreementportal, request an agreement, select and fill out the appropriate request form (Other, in this case), and attach any additional files.

- Reviewed by: Mount Sinai Innovation Partners

- Signed by: Sybil Lombillo, PhD, JD, Director, Intellectual Property and Asset Development.
To Access Data from the Federal Database of Genotypes and Phenotypes (dbGaP)

- Send to: Automatic routing through online dbGaP Authorized Access System.
- Reviewed by: Grants and Contracts Office (GCO).
- Signed by: Jessica Moise, Grants and Contracts Officer, Senior Associate Dean for Sponsored Programs; Amanda Amescua, Director, GCO; or Hadijah Vactor, Director, GCO.

Note: Do not use personal email addresses (e.g., gmail, hotmail). IT representative listed may be Kristin Myers or Patricia Kovatch.
To Access Data from Any Non-Industry Entity

- Send to: contracts@mssm.edu.
- Reviewed by: Grants and Contracts Office (GCO).
- Signed by: Jessica Moise, Grants and Contracts Officer, Senior Associate Dean for Sponsored Programs; Amanda Amescua, Director, GCO; or Hadijah Vactor, Director, GCO.

Note: If this is to access a “limited data set,” and the entity does not have a template agreement, you can obtain a “Data Use Agreement: For Icahn School of Medicine Researchers” template from the Program for the Protection of Human Subjects (PPHS) site and then proceed as instructed above. Click here to download it.
Service Agreements

- Revenue Generating
- Sinai Pays
Revenue Generating

- Submit through: MediTract – CPRO Process Manager.
- Reviewed by: CEO Contracts Policy and Review Office (CPRO).
- Signed by: Jeff Silberstein, Executive Vice President.

Note: Service agreements are rarely appropriate for research. If in doubt, contact the Grants and Contracts Office.
Sinai pays

- Submit through: Sinai Central>Finance>Transactions>New>Contract>Attachments>Available Documents, user selects and completes appropriate template.

Note: Non-personal Services Agreements are reviewed by Supply Chain.

Note: Service Agreements are rarely appropriate for research. If in doubt, contact the Grants and Contracts Office.
Subawards and Site Agreements

- Subawards and Site Agreements when Mount Sinai is the Prime Awardee (Sinai Receives Main Award) Except for Clinical Research Agreements Funded by Industry

- Subawards and Site Agreements when Mount Sinai is the Sub-Awardee Except for Clinical Research Agreements Funded by Industry

- Industry Funded Site Agreements
Subawards and Site Agreements when Mount Sinai is the Prime Awardee (Sinai Receives Main Award) Except for Clinical Research Agreements Funded by Industry

- **Contact:** [SubContractAgreements@mountsinai.org](mailto:SubContractAgreements@mountsinai.org).
- Prepared by: Sponsored Projects Accounting.
- Signed by: Jessica Moise, Grants and Contracts Officer, Senior Associate Dean for Sponsored Programs; Amanda Amescua, Director, GCO; or Hadijah Vactor, Director, GCO.
Subawards and Site Agreements when Mount Sinai is the Sub-Awardee Except for Clinical Research Agreements Funded by Industry

- Send to: contracts@mssm.edu.
- Reviewed by: Grants and Contracts Office (GCO).
- Signed by: Jessica Moise, Grants and Contracts Officer, Senior Associate Dean for Sponsored Programs; Amanda Amescua, Director, GCO; or Hadijah Vactor, Director, GCO.
Industry Funded Site Agreements

- Login to MediTract and submit through the process manager.*
- Reviewed by: Financial Administration of Clinical Trials Services (FACTS)
- Signed by: Rosaria McEntee, Associate Director of Finance

*If you do not have a MediTract account, please email the FACTS Office for information about how to set up an account.
Publishing Agreements

- Send to: gali.halevi@mssm.edu
  Gali Halevi, MLS, PhD, Chief Director of Mount Sinai Health System Libraries.

- Reviewed by: Gali Halevi, MLS, PhD, Chief Director of Mount Sinai Health System Libraries.

Note: This is an optional service. For agreements that PIs sign, PIs are encouraged to forward the agreement to Gali Halevi, who can advise on journal type and access rights to articles.

The library does not provide legal advice or negotiate with publishers.