

Appendix B: Sample E-mail Confirming BOD/C-Suite Request

Dear Dr. XYZ,

Your request for a Dean's exception to assume a leadership position [Director or Officer Title] within [Company Legal Name] has been reviewed by the Business Conflicts of Interest Working Group (BCOIWG). BCOIWG will be recommending to Dean Charney that you be allowed to pursue this opportunity.

This recommendation is provisional and is contingent upon meeting certain conditions and agreeing to certain restrictions:

1. The Dean's exception is subject to finalizing agreements with MSIP.
2. The proposed leadership role within the company is for a limited period of time that will allow for the development of a viable commercial entity. The exception has been granted for a period not to exceed 2 years and must be reviewed by the BCOIWG every 6 months in order to assess for possible conflicts of interest and/or conflicts of commitment.
3. You must have a written agreement in place between yourself and [Company Legal Name]. Your contract/consulting agreement with [Company Legal Name] will be reviewed by MSIP, legal, and COI. The agreement must clearly state your title within the company, define the scope of work that you will perform for the company, and how/if you will be compensated. As part of your agreement with the company, the company will be required to sign the ICAHN SCHOOL OF MEDICINE AT MOUNT SINAI UNIFORM PROVISIONS FOR CONSULTING, that acknowledges your primary responsibilities/duties are as an ISMMS faculty member. In addition, you will also be required to sign the AGREEMENT FOR FACULTY TO SERVE AS A DIRECTOR OR OFFICER (must be signed by you, the company, and Mount Sinai) that further clarifies the limitations of your role within the company and that provides protections/indemnifications for Mount Sinai.
4. You will be issued a Business Management Plan. This management plan is your personal agreement with ISMMS and will outline specific disclosure requirements, describe any limitations on research activities, and reinforce existing ISMMS policies governing the conduct of faculty members who have financial interests with outside commercial entities.

If you have any questions, please feel free to contact me. If you do not have any questions, please send back an email confirming that you have reviewed this email and are in agreement with the conditions outlined.

Sincerely,

Dean – Office of Industry Engagement and Conflicts of Interest