How to Complete/Update Your COI eDMS Disclosure Profile

The (COI) eDMS Disclosure Profile must be completed online via the eDisclosure Management System (eDMS) by Mount Sinai faculty (both full time and part time) and staff disclosing all outside financial interests, including but not limited to, consulting activity, equity ownership, and intellectual property. Others involved in Mount Sinai research (including post docs, voluntary faculty, students, and trainees), must also complete/update their eDMS Disclosure Profile. This disclosure profile is required to be completed within 45 days of hire, annually, and updated (within 30 days) if there are changes to your financial interests. For more details on who should disclose and what to disclose, please visit our COI FAQ page.

1. Log into eDMS using your Mount Sinai username and password (edms.mssm.edu)

2. Click on the COI tab at top of the page to go to your eDMS Disclosure Profile

3. Click on “Edit Disclosure Profile” under the Instruction Center to update/complete your eDMS Disclosure Profile

4. Please read the Instructions and Policies page, including links to relevant policies, and click “Continue”

You can navigate to different sections using the Navigation Bar on the left, or clicking “Continue” at the end of each page.
5. Tips for Completing Entity Disclosure Information

**Tips:**
- Please report all financial paid or unpaid relationships or activities outside of your Mount Sinai employment for the past calendar year AND any new outside relationships you have started this year-to-date.
- Use this section to also report outside activities of related parties (spouse/domestic partner and/or dependent child) with business entities that have or may potentially have a business relationship with, or that compete with Mount Sinai.

6. Tips for Completing NYC Elected Officials:
   - You must answer both questions, including checking the box in Q2, in order to move forward.

7. Tips for Completing Demographics:
   - Department Chair is a required field, so each row for titles must have a Department Chair selected.
   - Division Director is optional.
   - Academic Titles and Depts. are pulled from HR (contact your departmental administrator if this information is inaccurate).
   - Include any additional titles/institutional roles you hold.

8. Tips for Completing Intellectual Property:
   - If you received any royalty payments, milestone payments, or any other payments in connection with your reported Intellectual Property (IP), please go back to the Entity Disclosure Information (step #5), enter the name of the entity in the Entity Disclosure table, and select “Royalty Payments” as the Disclosure Type.
9. Tips for Completing Foreign Influence:

- If you answered yes to any of the questions in this section, please go back to the **Entity Disclosure Information** (step #5) to disclose the foreign relationship, if not already disclosed.
- All foreign academic appointments, talent program participation, and any research support from foreign entities not negotiated through Mount Sinai, should be listed under “**Other Academic Appointments/Engagements**” in Entity Disclosure Information.
- All foreign personal consulting agreements or other foreign professional services should be listed under “**Consulting or Professional Services**” in Entity Disclosure Information.

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10. After completing your disclosure and carefully reading the Attestation, check the box in the middle of the Attestation Page.

11. To submit your completed eDMS Disclosure Profile, click on **Complete Disclosure Profile Update**.

Clicking on “Finish” will **not** submit your disclosure profile. “Finish” will only save your changes and exit out of your disclosure profile. To submit, please click on Complete Disclosure Profile Update.

If you are listed on any active research projects, you will be prompted to update your open “Research Triggers” at this time. Please refer to **How to Complete/Update a Research Trigger Form** for step-by-step instructions.

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For faculty, post-docs, fellows and students with questions relating to this form or to Mount Sinai’s Conflicts of Interest policies, please contact 212-241-0845, or email the Office of Industry Engagement & Conflicts of Interest at Conflicts.of.Interest@mssm.edu.

For Staff Conflicts of Interest, please contact Corporate Compliance at Corporate.Compliance@moun tsunami.org or 646-605-7115.

For technical support, please email the Research Administration IT Team at esupport@mssm.edu.