

Grants and Contracts Office (GCO), Institutional Review Board (IRB), and Institutional Animal Care and Use Committee (IACUC) Approvals

Everyone applying for grants should be aware that every research proposal submitted for funding must be sent to the Grants and Contracts Office (GCO). Most must also go to either the Institutional Review Board (IRB) or the Institutional Animal Care and Use Committee (IACUC) for approval, well in advance of the date you wish to begin your project. For projects that already have IRB or IACUC approval, an addendum may be submitted to include the student as a participant.

All students applying for research funding are required to complete GCO paperwork.

Evaluation by the GCO includes review for accuracy of administrative information and budget, as well as for compliance with federal, state, New York City and Icahn School of Medicine at Mount Sinai regulations, such as those pertaining to biosafety, or to the use of human subjects, vertebrate animals, or recombinant DNA. Complete information on the GCO is available [here](#).

When preparing your proposal, please allow enough time to complete these forms. Your mentor can help you with this. Department Chair(s) of each key professional involved must review, approve, and sign the GCO form. Dr. David Muller will sign for students, if required. Students' department is Medical Education.

Human Subjects Research

The Icahn School of Medicine at Mount Sinai Program for the Protection of Human Subjects (PPHS) is the official oversight committee for the protection of human subjects in research. The PPHS is composed of several Institutional Review Boards (IRBs), which review all research activities involving human subjects or data/samples derived from human subjects. If you are involved in human subjects research, your project must be approved by the PPHS/IRB before you begin work on the project.

If you are working with human subjects and have not already obtained these certifications, you are required to complete the Human Research Protection Education Requirement, Research HIPAA, and Research Data Security courses online. Complete information can be found [here](#).



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Contact [Liz Carroll](#) in the PPHS office with general questions about submitting a PPHS application. If you are submitting a new protocol and need to schedule a **required** one-on-one meeting with staff in the Office of Research Services, please contact [Tequirra Cox at: tequirra.cox@mssm.edu or research.services@mssm.edu](#). Contact the Medical Student Research Office with any additional questions regarding this task.

Research Involving Animals

The Icahn School of Medicine at Mount Sinai Institutional Animal Care and Use Committee (IACUC) is the official oversight committee for the protection of laboratory animals in research. The Icahn School of Medicine at Mount Sinai IACUC reviews any research activity using live vertebrate animals.

If you are working with animals you are required to obtain IACUC approval before beginning work on the project. Complete information can be found [here](#).