

DTP AI Idea Submission Process

FAQs and Guideline

A. OVERVIEW

All Project, Product and Solutions with an Artificial Intelligence component must follow the Mount Sinai Health System's [policy](#) and guidelines regarding Ethical AI Usage. Any project requiring AI development, research, or system implementation will be reviewed by the AI Review Board (AIRB).

The AI Review Board is responsible for ensuring clinical and operational AI initiatives are **safe, effective, equitable, and ethical**. AI projects align with business standards, data security protocols, and operational feasibility. This document outlines the process for submitting a project request and the subsequent review by the AI Review Board.

B. SUBMITTING AN AI PROJECT REQUEST

What types of projects need AIRB approval?

Projects involving AI technologies, including machine learning models, natural language processing, or automated systems that interact with Mount Sinai Health System, require review by the AIRB.

How do I submit a request to the AIRB?

You can submit your project request via the ServiceNow [DTP AI Idea intake form](#) portal. The submission form will guide you through entering the required information, including the business case of the project, value proposition, and potential benefits.

What information is required for submission?

The submission form will ask for the following details:

- Contact information
- Project overview
- Business case
- FDA/HIPPA compliance (if applicable)
- Implementation strategy
- Security and privacy protocols
- Expected outcomes and ROI

C. EVALUATION PROCESS

What happens after submission?

Once a project is submitted, the AI Governance Team will conduct an initial pre-triage to assess and review the request. This review will determine if a similar project or

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solution is already in use within the organization. The team will also check for incomplete or insufficient submissions. If necessary, the form will be returned with feedback for revision. If the submission is complete and accepted, it will be scheduled for review by the AI Review Board (AIRB).

How often does the AIRB meet?

The AIRB convenes twice monthly. After submission, you will receive a confirmation email with the expected review date. Requesters will be invited to participate in the review meeting to present their request.

Who needs to attend the AIRB review meeting?

The project requester, sponsor and/or a designated team member is required to attend the AIRB meeting to present a brief overview of the project and answer questions from the committee. Other relevant team members, such as subject matter experts (SMEs), clinicians, and stakeholders, may also participate if applicable. However, vendors are not permitted to attend any AIRB meetings.

What happens during the AIRB meeting?

During the meeting, the project sponsor will provide a 5–10 minute overview. Afterward, AIRB members will ask questions regarding the project's feasibility, data handling, success criteria and potential risks. Once the requester leaves the meeting, the committee will deliberate and vote to either approve the project for Proof of Concept (POC), request further information, or deny it.

When will I be notified of the AIRB's decision?

You will receive notification of the AIRB's decision within 5-7 business days after the scheduled meeting.

D. VALIDATION PROCESS

How is the project validated?

Validation is carried out through a Proof of Concept (POC) using predefined metrics to analyze data and assess results. The requestor will determine the appropriate timeframe to gather meaningful results and will track the POC against these metrics. Once the POC is complete, the requestor will return to the AIRB to present the outcomes and discuss next steps for deployment. When ready, the requestor will contact the DTP team to schedule a review with the AI Review Board.

F. DEPLOYMENT

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What happens during deployment?

During deployment, the requestor should be prepared to present the POC results, ensuring that all relevant data is accurate and available for the AI Review Board's evaluation. The board will use this information to score the AI solution according to the [Gartner Rubric](#). Based on the assessment, the board will either approve or deny the project for deployment.

Please note: If the solution involves a new application, the DTP Intake team will manage the intake process in parallel.

F. QUALITY ASSURANCE

Ongoing validation and testing of success metrics will take place post-deployment. Requestors will be required to present the project's performance to the AI Review Board 6-9 months later for a quality assurance review. During this period, AI model outputs and success metrics will be continuously tested, monitored, and audited through validation and assurance testing.

For any questions regarding the AI Idea Intake process, AI Review Board or any AI related inquiries, please contact: DTP.AIGovernance@mountsinai.org