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.
Types of Agreements

- Confidentiality/Confidential Disclosure Agreements
- Consulting Agreements
- Gift Agreements
- Grant Agreements
- Industry Sponsored Research Agreements
- Outgoing Licensing Agreements including licensing of tangible materials
- Material Transfer Agreements (MTAs)
- Purchasing
- Service Agreements
- Subawards
Confidentiality/Confidential Disclosure Agreements

- To Protect Patient Data
- For a possible Basic Science/Pre-Clinical Study, Sponsored Research or Collaborative Research Agreement, or MTA to share information on an invention or other research results and data
- For Service or Other Business related matters
- For a Clinical Trial
- To Be Hired as a Consultant/Advisor/Speaker
- Other Research Related Confidentiality/Confidential Disclosure Agreements
To Protect Patient Data:

- 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.
For a possible Basic Science/Pre-Clinical Study, Sponsored Research or Collaborative Research Agreement, or MTA to share information on an invention or other research results and data

- Send to: [http://www.ip.mountsinai.org/cdaquickform/](http://www.ip.mountsinai.org/cdaquickform/) Complete Confidentiality Agreement Quick Form and attach any additional files.
- Reviewed (negotiated, drafted) by: Mount Sinai Innovation Partners
- Signed by: Sybil Lombillo, PhD, JD – Director, Intellectual Property and Asset Development or Robert Hellauer, Director of Finance and Operations
For Service or Other Business related matters

- Send to: ines.velez-montano@mssm.edu
- Reviewed by: Contracts Review Office of the CEO
- Signed by: Jeff Silberstein, Executive Vice President or Connie Klepper, Senior Vice President Business Development

Note: Service related confidentiality agreements are rarely appropriate for research. If in doubt, contact GCO.
For a Clinical Trial

- Send to: FACTS@mssm.edu
- Reviewed by: Financial Administration of Clinical Trials Services (FACTS)
- Signed by: Stephen Harvey, Sr. Vice President, Chief Financial Officer
To Be Hired as a Consultant/Advisor/Speaker

For Faculty
○ Send to: kenneth.brower@mssm.edu
   Ken Brower, Director of the Conflicts of Interest Office, 212-241-4071
○ Reviewed by: ISMMS Conflicts of Interest Office
○ Approved by: Following COI Office review, all arrangements must be approved by the 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

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 Agreements

- Send to: contracts@mssm.edu
- Reviewed by: Grants and Contracts Office
- Signed by: Jessica Moise, Grants and Contracts Officer, Senior Associate Dean for Sponsored Programs; Michael King, Director, GCO; or Rebecca Balentine, Associate Director, GCO
Consulting Agreements

- To Hire a Consultant
- To Be Hired as a Consultant/Advisor/Speaker
To Hire a Consultant

- Send to: ines.velez-montano@mssm.edu or upload on SinaiCentral>Finance>Transactions>New>Contract>Attachments>Available Documents
  User selects and completes appropriate template.
- Reviewed by: Contracts Review Office of the CEO
- Signed by: Jeff Silberstein, Executive Vice President or Connie Klepper, Senior Vice President Business Development
To Be Hired as a Consultant/Advisor/Speaker

For Faculty
- Send to: kenneth.brower@mssm.edu
  Ken Brower, Director of the Conflicts of Interest Office, 212-241-4071
- Reviewed by: ISMMS Conflicts of Interest Office
- Approved by: Following COI Office review, all arrangements must be approved by the 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

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

- Send to: elizabeth.mcmahon@mountsinai.org
  Elizabeth McMahon, Executive Director, Institutional Relations (212-659-8500), Reviewed by: Development Department

- Signed by: Mark Kostegan, FAHP, Senior VP for Development
Grant Agreements

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; Michael King, Director, GCO; or Rebecca Balentine, Associate Director, GCO

Note: If significant intellectual property terms, GCO will coordinate review with MSIP.
Industry Sponsored Research Agreements

- Basic Science / Pre-Clinical Sponsored Research or Collaborative (Translational) Research Agreements
- Clinical Trial Agreement
- Medical Education Conference or Continuing Education Agreements
Basic Science / Pre-Clinical Sponsored Research or Collaborative (Translational) Research Agreements

- Send to: [http://www.ip.mountsinai.org/sraquickform/](http://www.ip.mountsinai.org/sraquickform/)
  Complete SRA Quick Form and attach any additional files.

- 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 GCO for review.
Clinical Trial Agreement

- Send to: FACTS@mssm.edu
- Reviewed by: Financial Administration of Clinical Trials Services (FACTS)
- Signed by: Stephen Harvey, Sr. Vice President, Chief Financial Officer

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 MSIP as needed.
Medical Education Conference or Continuing Education Agreements

- Send to: alfie.truchan@mssm.edu
- Reviewed by: Medical Education Department
- Signed by: Alfie Truchan, Director, Continuing Medical Education
Outgoing Licensing Agreements including licensing of tangible materials

- Send to: julie.durocher@mssm.edu
  Julie Durocher, Contracts Paralegal, 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)

- Send to:

Complete Incoming or Outgoing MTA form and attach any additional files.

- Reviewed by: Mount Sinai Innovation Partners
- Signed by: Sybil Lombillo, PhD, JD – Director, Intellectual Property and Asset Development or Robert Hellauer, Director of Finance and Operations
Purchasing

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

Contact Joel Weinberger (joel.weinberger@mountsinai.org or 212-731-3366) with any questions.
Service Agreements

- **Revenue Generating**
- **Sinai Pays**
Revenue Generating

- Send to: ines.velez-montano@mssm.edu
- Reviewed by: Contracts Review Office of the CEO
- Signed by: Jeff Silberstein, Executive Vice President or Connie Klepper, Senior Vice President Business Development

Note: Service agreements are rarely appropriate for research. If in doubt, contact the GCO.
Sinai pays

- Submit through: SinaiCentral>Finance>Transactions>New>Contract>Attachments>Available Documents
  User selects and completes appropriate template.
- Reviewed by: Contracts Review Office of the CEO
- Signed by: Jeff Silberstein, Executive Vice President or Connie Klepper, Senior Vice President Business Development

Note: Service Agreements are rarely appropriate for research. If in doubt, contact the GCO.
Subawards

- **Sinai Prime Awardee (Sinai receives main award)**
- **Sinai Sub-Awardee**
Sinai Prime Awardee
(Sinai receives main award)

- Contact: SubContractAgreements@mountsinai.org
- Prepared by: Sponsored Projects Accounting
- Signed by: Jessica Moise, Grants and Contracts Officer, Senior Associate Dean for Sponsored Programs; Michael King, Director, GCO; or Rebecca Balentine, Associate Director, GCO
Sinai Sub-Awardee

- Send to: contracts@mssm.edu
- Reviewed by: Grants and Contracts Office
- Signed by: Jessica Moise, Grants and Contracts Officer, Senior Associate Dean for Sponsored Programs; Michael King, Director, GCO; or Rebecca Balentine, Associate Director, GCO