



MOUNT SINAI SCHOOL OF MEDICINE Research Application

Instructions for Grants and Contracts Office (GCO) Forms

The Mount Sinai Research Application is used for all research, fellowships, service, education, sponsored programs, and training programs at MSSM. The other parts of the MSSM Application consist of forms from the Institutional Review Board (IRB) and Institutional Animal Care and Use Committee (IACUC). **All applicable GCO, IRB, and IACUC applications need be submitted as one application** to your department's assigned location for all new, competing, non-competitive continuation, supplemental, and no-cost extension applications. The only exception to this is "Just-in-Time" applications.

Intramural Submission (Mount Sinai School of Medicine and Affiliates)
Submit **one original only** of MSSM Research Application.

Extramural Submission (to outside agency)
Submit **one original** of MSSM Research Application and **3 copies of the extramural application**, plus the original if signature is needed.

Contract Information: Assistance for completion of these forms can be obtained from the
GCO, ext 88970.

The instructions below are for the Grants and Contracts Office (GCO) Forms. The forms are the administrative portion of the MSSM Research Applications and consist of the following:

- GCO Form 1 - Descriptive Data Sheet
- GCO Form 2 - Budget (Federal/Non-Federal)
- GCO Form 3 - Description of Research Protocol
- GCO Form 4 - Brief Lay Summary
- GCO Form 5 - Classification Codes
- GCO Form 6 - Financial Conflict of Interest
- GCO Form 7 - Suspension and Debarment
- GCO Form 8 - Certification of Institutional Compliance
- GCO Form 9 - Flow Sheet

You are encouraged to copy the complete set of documents to your main directory and print the contents to promote visual familiarity. When you download the entire MSSM Research Application, GCO forms 1, 3, 4, 5, 6, 7, 8 and 9 are bundled together in one Microsoft Word Document. Information provided on GCO form 1 (the descriptive data sheet) is extracted and automatically copied onto subsequent, relevant sheets. GCO Form 2 is an Excel Document.

When a Research Application has been prepared using these forms, you are encouraged to save your application to a unique document for future access on your main directory, using the *save as* function under File Menu. The GCO Forms are both comprehensive and interactive. The software is formatted and protected and can be completed by simply using the built-in assistance of pull-down menus, F1-Help functions, and status bar prompts. Fill in all gray shaded areas, then to write the description and summary on GCO forms 3 and 5, you must unprotect the pages, then re-protect them when finished. GCO budget, form page 2 does not have to be unprotected. GCO

cannot guarantee that the calculation features, drop down menus, and macros will work once the forms are unprotected and after the changes are made!

To unprotect the GCO Forms 1,3,4,5,6,7,8, and 9, which are formatted in Microsoft Word, you will need to: 1) In the Menu bar, click on "Tools;" 2) Click on "Un-Protect Document."

To re-protect the forms, you will need to: 1) In the Menu bar, click on "Tools;" 2)Click on "Protect Document;" 3)A box entitled "Protect Document" will appear. Make sure that the "Forms" button is selected, 4) Click on "OK".

GCO RESEARCH PROPOSAL

GCO FORM 1 DESCRIPTIVE DATA SHEET- Complete for all applications.

All faculty members and professional "key" personnel are to be listed. If multiple departments are involved, the original signature of each department chairman is required prior to submission to the GCO.

Include GCO # if one has been assigned. If this is a new project, a GCO # will not have been assigned.

GCO FORM 2 BUDGET PAGE (FEDERAL/NON-FEDERAL)

GCO Form 2 is an Excel Document, which includes 2 worksheets: "Detailed Budget: Federal" and "Detailed Budget: Non Federal." The user must select either the Federal or Non-Federal Budget Page due to differing allowable fringe benefit rates. The budget provides automatic computation following entry of dollar amounts in the gray areas and selection of the appropriate indirect cost rate. The latest Animal per diems and service charges are available from the Center for Comparative Medicine and Surgery (CCMS), Anbg 26-100, ext. 43008 (214-3008.)

Complete this form unless one of the following applies:

- An itemized budget is included in the application to an outside agency,
- The proposal is a MSSM intramural application (i.e. application not submitted to an outside funder,) a non-competitive continuation clinical trial sponsored by a pharmaceutical company, or a no-cost extension.

GCO FORM 3 DESCRIPTION OF RESEARCH PROTOCOL

Complete unless a formal protocol or progress report is included in the application to an outside agency. Use plain bond paper following the format indicated below by type of application.

A. NEW PROPOSALS

- a) Project Abstract
- b) Specific Aims
- c) Concise statement of Significance/Background
- d) Concise statement of Preliminary Data (if available)
- e) Research Design and Methods
- f) Human Subjects – See IRB Instructions and Forms
- g) Animals – See IACUC Instructions and Forms

B. CONTINUATION APPLICATIONS AND FINAL REPORTS

- a) Project Abstract

- b) Concisely summarize progress during the past year and/or life of the protocol. Include a list of abstracts and publications not previously reported.
- c) Clearly describe any revisions in the protocol for the next year including:
 - 1) Additions or deletions (indicate differences from original protocol),
 - 2) Rationale for changes, or
 - 3) A statement that the continuation protocol is not different from the original protocol.
- d) If no revisions, so state.
- e) Human Subject involvement – See IRB Instructions and Forms
- f) Animals – See IACUC Instructions and Forms

GCO FORM 4 BRIEF LAY SUMMARY – Complete for all applications

Include one or more paragraphs written in nonscientific terms about your project.

GCO FORM 5 CLASSIFICATION CODE LISTING – Complete for all applications.

Manually circle relevant areas of research.

GCO FORM 6 FINANCIAL CONFLICT OF INTEREST IN RESEARCH – Complete for all applications.

Complete one Financial Conflict of Interest form for the Principal Investigator and each Co-Investigator. This will require the user to print additional Conflict of Interest Forms separately. The Conflict of Interest in Research Policy can be downloaded from <http://www.mssm.edu/grants/pdfs/policyrev.pdf>.

GCO FORM 7 SUSPENSION AND DEBARMENT – Complete for all state and federal applications.

Complete one Suspension and Debarment form for the Principal Investigator and each Co-Investigator. This will require the user to print each subsequent Suspension and Debarment Form separately. The Federal Policy on Suspension and Debarment can be downloaded at http://www.mssm.edu/grants/pdfs/suspension_debarment.pdf.

GCO FORM 8 CERTIFICATION OF INSTITUTIONAL COMPLIANCE- Complete for all NIH applications.

Complete one Certification of Institutional Compliance for the Principal Investigator on the NIH project. When multiple PIs are proposed in the application, this assurance must be retained for all named PIs. This assurance will be available to the sponsoring agency or other authorized HHS or Federal officials upon request.

GCO FORM 9 FLOW SHEET- Complete for all applications

Only fill in the top area with the relevant information for the project. A primary contact must be designated.