



MOUNT SINAI
SCHOOL OF
MEDICINE

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To: All Faculty, Department Chairpersons, and Administrators
From: Grants and Contracts Office
Date: November 2009
Subject: Updated Administrative Information for Preparing a Research Application

The following is an update of much of the information required by extramural funding agencies in the preparation of a research application. Careful attention will ensure that these identifiers are accurate and uniform across departments to prevent unnecessary delays in processing. There are many funding agencies, some of which may require information not provided in this memo. Please feel free to contact this office with any inquiries at extension 88970.

ADMINISTRATIVE INFORMATION

Applicant Organization: Mount Sinai School of Medicine
One Gustave L. Levy Place, Box 1075
New York, New York 10029-6574

Governmental Districts: 14th Congressional District
28th NYS Senatorial District
68th NYS Assembly District

Entity Identification No.: 1-136171197-A1

Tax No.: 136171197

CAGE Code: 1QSQ9

DUNS No.: 078861598

FICE Code: 007026

Institutional/Administrative
Official (Signing for Applicant
Institution at Icahn Medical Institute
and to be notified if award is made): Ms. Jessica Moise
Grants & Contracts Officer
Associate Dean for Sponsored Programs
Tel: (212) 659-8970 Fax: (212) 876-6789
E-Mail: grants@mssm.edu

Institutional/Administrative
Official (Signing for Applicant
Institution at Annenberg Building
and to be notified if award is made): Mr. Michael King
Director of Grants & Contracts
Tel: (212) 241-3200 Fax: (212) 241-3294
E-Mail: grants@mssm.edu

Business Official/Finance Officer:

Mr. Stephen Harvey
Vice President for Finance
Tel: (212) 731-3413
Fax: (212) 731-3418

Institutional Research Integrity Officer

Dr. Reginald Miller
Tel: (212) 241-3006
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The annual "Misconduct in Science Assurance" was filed on March 1, 2004.

All Assurances/Certifications are filed with the appropriate federal agencies.

FINANCIAL INFORMATION:

DHHS Agreement Dated: July 16,2009

Executive Level I Salary cap: \$196,700

Fringe Benefits Rates for Fiscal year 2005:

Federal Agencies	26.5% of Salaries and Wages
Non-Federal Agencies	27.5% of Salaries and Wages

Indirect Cost Rates:

Federal Agencies Research	On-Site	69.5%
	Off-Site	26.0%
Federal Agencies, Training and Career Development		8.0%
Instruction/Training (Curriculum Development)		41.0%
Other Sponsored Programs		41.0%
Commercial, Industrial, & Pharmaceutical	On-Site	40.0%
Commercial, Industrial, & Pharmaceutical	On-Site	35.0%
(Sponsored Clinical Trials)	Off-Site	26.0%
Non-commercial *	On-Site	20.0%
	Off-Site	10.0%

*Foundations set particular rates, please consult the guidelines given by the foundation for the maximum IC rate that should be used.

Indirect Cost Calculation on Federal Awards:

For indirect cost calculation on federal grants and contracts, the following items are specifically excluded from the "Modified Total Direct Costs" (MTDC):

- ◆ Equipment

- ◆ Patient Care Costs (defined as clinically indicated and/or routine – NOT patient reimbursement or special tests for proposed study)
 - ◆ Alterations/Renovations
 - ◆ Tuition, Fees
 - ◆ Subcontracts
- Subgrants/subcontracts (consortium arrangements): All funds above \$25,000 per subgranting/subcontracting institution are excluded when calculating indirect costs. The \$25,000 limit applies once for each subgranting/subcontracting institution for each project period.

Additional information on Policies and Procedures for Charging Indirect Costs to Sponsored Projects Received from Extramural Sponsors, Gifts, Donations, and Other Receipts can be obtained from the Finance Department at www.mssm.edu/finance/.

Inflation:

Please remember to incorporate an inflation factor in your budget preparation when additional years of support are being requested. A standard of 3% across the board for salaries, supplies, travel, other expenses, etc., is recommended.

HUMAN SUBJECTS IN RESEARCH

Assurance Identification Number 00005656

PPHS Identification Number: 01

PPHS (formerly called the Institutional Review Board) review is generally conducted following submission. However, agencies differ on deadlines for IRB approval notification. Check with the funding agency or call the GCO (x88970) for assistance.

PHARMACY:

Ivy Cohen, x42493
Alternate Signatory: Joanne Meyer x44891

(Please note that a Pharmacy signature is required on the “Drug Information Sheet (IRB Form 3)” if applicable. This form is submitted with the MSSM Research Application to the GCO. The alternative signature is to be obtained only when Dr. Mehl is not available.)

ANIMALS IN RESEARCH

Assurance Identification Number: A3111-01
Expiration Date: January 31, 2011

AAALAC Accreditation Date: November, 2005

IACUC (Institutional Animal Care and Use Committee) review, in most cases, is conducted following submission to a funding agency. Therefore, the extramural agency should be notified that IACUC approval is "PENDING" (e.g., NIH Grant Application PHS 398, Section 5a of the Face Page).

RESEARCH PROJECT SUBMISSION

The MSSM Research and Sponsored Programs Application is required for all research and sponsored programs. Submit one original copy of the MSSM Research Application www.mssm.edu/grants/research_application.shtml.

When submitting an application to an external agency, you must also submit the original (if signature needed) and three copies of the application. For industry supported projects, please submit one copy of the protocol- the PPHS will request additional copies at a later date.

Deadlines

MSSM (internal), Foundations, and Industry will be processed in the GCO within 24 hours. If it does not need IACUC or PPHS/IRB approval, then an administrative approval will be given. The form will be sent via interoffice mail to the PI and department administrator.

In the interest of making the new and various major NIH deadlines easily understandable, IT development and the Grants and Contracts Office have teamed to create a deadline wizard. This wizard may be found at:

<http://eolas.mssm.edu/e-learn/infoed/>. By answering a few simple questions the wizard will provide you with both the external (NIH) and internal (GCO) deadline. A few notes about how the dates were determined:

- 1) Paper applications still have a one day turn-around.
- 2) If the turn-around appears to be three days, it is a paper application where the NIH deadline falls on a Monday.
- 3) NIH 424 applications have one week (five business days) turn-around with the deadline at **11 AM**.
- 4) The next business day is used when the NIH deadline falls on a weekend or holiday. This rule only applies to the standard deadlines.
- 5) While deadlines for individual RFAs are not listed the general policies apply; one day paper, one week electronic.
- 6) Deadlines are for complete applications, including GCO paperwork and all required signatures.

Please work with us to ensure that your application is not adversely affected and **bookmark the new wizard**. GCO is firmly committed to reviewing the applications in the order in which they are submitted.

Paper applications to other Federal agencies have a one day turn-around, electronic applications using the PureEdge software have a two-week turnaround