



## Grants and Contracts (GCO) Application Submission Process: Which Applications and Forms Do I Work on First? Step by Step Instructions for ISMMS Projects

### GCO Submission Policy:

A subset of ISMMS supported projects are prepared in InfoEd and routed for approval through the department(s) in which there are key personnel each year of the project. Please click [here](#) for information on which ISMMS projects must be submitted to the GCO.




**Step 1:** Create the Triggering Event (TE) in [eDMS](#). The project will be given an automatically generated TE #. Once you complete the TE, the investigators added receive an email notifying them to answer conflict of interest Research Trigger questions.

**Begin and continue to track whether all the investigators have signed the form throughout the submission process.**

**Step 2:** Start your [IRB](#) (human subjects) and /or [IACUC](#) (vertebrate animals) application, if appropriate. For non-competitive and no cost extension projects, check whether you are submitting a compliance application to the IRB and/or the IACUC every year or every three years.

You must submit an application to the GCO in InfoEd for projects involving human subjects or animals if there is a research related agreement for the GCO to endorse. **If your project involves human subjects or animals and there is no research related agreement, do not submit to the GCO. Do not continue with these steps.**

**Step 3:** Start your GCO application in [InfoEd](#) so that it is assigned a PD#.

-  Click [here](#) for the InfoEd Set Up tab Instructions (i.e., the initial technical step in starting your GCO application) for new projects. Click [here](#) for instructions for yearly renewals.
-  Click [here](#) for instructions on completing other Info Ed tabs.
-  Use GCO's Application Submission [Checklist](#) (2 pages) and [Instructions](#). Follow Application Submission Checklist Steps # 1 (**InfoEd class required** – 1 time only requirement), 2-4, 7-11, 15, and 22 (IRB application required for non exempt projects\*) for a successful GCO submission.

**Step 4:** Submit your IRB and /or IACUC application, if appropriate.

**Step 5:** Submit your InfoEd application. Once the PI approves the application in InfoEd, the InfoEd application is routed to the departments for approval and then to the GCO. **Note that GCO will issue you a receipt and review your application 1) after all investigators sign a Conflict of Interest form and 2) after checking that you have indeed submitted an IRB/IACUC application, if appropriate.**

**Remember to complete these steps each year of the project.**

### Have Questions?

[Technical Info Ed Support - Research IT](#) |

[Pre-Award Contacts In Mount Sinai's Depts](#) | [Contacts In GCO Assigned to Mount Sinai's Depts](#)

\* If you believe your project may fit into a category for exemption from IRB review, please click [here](#) for IRB instructions.