

Faculty Agreements - Quick Reference Guide: All outside professional activities must be approved by your Department Chair prior to your participation in the activity. Agreements submitted to the COI office must include the [Attestation of Compliance with Institutional Policies for Relationship with Outside Entities \(“Attestation Form”\)](#) which acknowledges faculty responsibilities and also Chair approval. All agreements and attestation forms should be retained by you. All financial relationships must be disclosed on your Disclosure Profile via [eDMS](#) after approval.

E-mail Attestation Forms to the COI Office at Conflicts.of.Interest@mssm.edu.

Below is a listing of the most common arrangements. Please call the COI Helpline at x40845 for questions on these or other types of outside professional activities.

Please visit the [COI website](#) for more information and additional guidance on faculty personal consulting agreements.

TYPE OF AGREEMENT	CHAIR APPROVAL ¹	SIGNED ATTESTATION FORM	COI OFFICE ADMINISTRATIVE REVIEW	BUSINESS COI COMMITTEE APPROVAL	DEAN’S APPROVAL – ACTIVITY IS PROHIBITED WITHOUT DEAN’S EXCEPTION	OTHER APPROVAL
CONSULTING AGREEMENTS (e.g., Non-CME Speaking Engagements, Advisory Board Members)	YES	YES	YES	YES, if the agreement involves equity compensation or if the faculty member already has equity in the company or if the faculty member is a founder of the company	NO	NO
CONSULTING AGREEMENT RELATED TO A MOUNT SINAI SPIN- OUT OR MOUNT SINIAI INVESTMENT	YES	YES	YES	YES	NO	MSIP
BOARD OF DIRECTORS and/or EXECUTIVE LEADERSHIP ROLES and/or OUTSIDE EMPLOYMENT ²	YES	YES	YES	YES	YES	NO
CONFIDENTIALTY/NON-DISCLOSURE AGREEMENTS	NO	NO	NO	NO	NO	(i) FACTS OFFICE FOR CLINICAL TRIALS (ii) MSIP FOR ALL OTHER AGREEMENTS
CME SPEAKING ENGAGEMENTS	YES	NO	NO	NO	NO	NO
MEDICO-LEGAL/EXPERT WITNESS	YES	NO	NO	NO	NO	NO

(1) Proposed agreements submitted by Chairs, Institute Directors, and/or Deans, a Dean’s sign-off/approval is required in lieu of the Department Chair

(2) Includes appointments with foreign universities