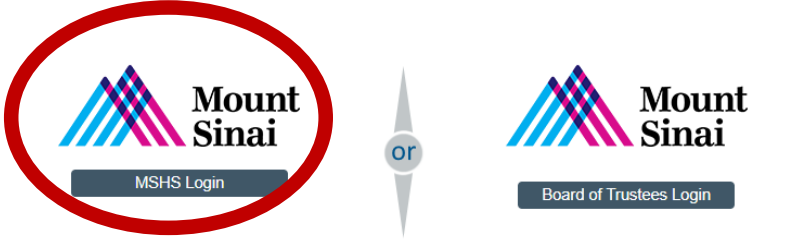
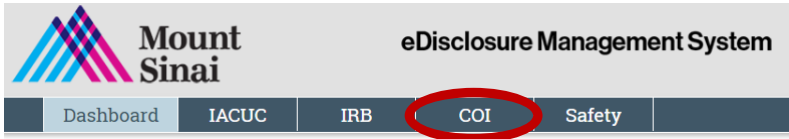

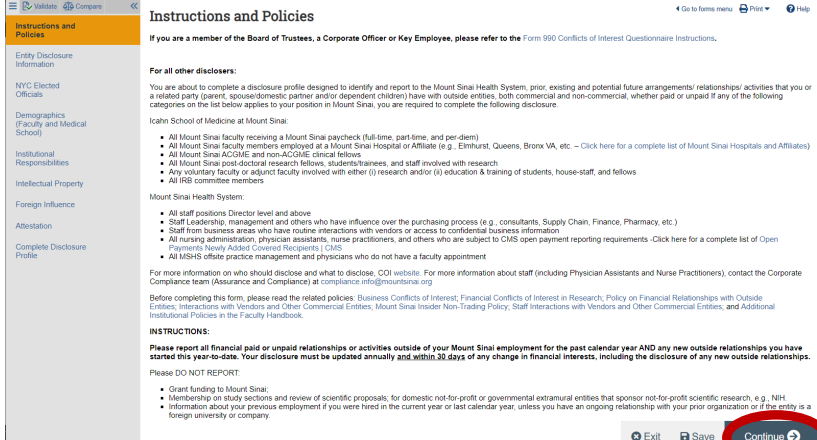


## How to Complete/Update Your COI eDMS Disclosure Profile

The (COI) eDMS Disclosure Profile must be completed online via the eDisclosure Management System ([eDMS](#)) by Mount Sinai faculty (both full time and part time) and staff disclosing all outside financial interests, including but not limited to, consulting activity, equity ownership, and intellectual property. Others involved in Mount Sinai research (including post docs, voluntary faculty, students, and trainees), must also complete/update their eDMS Disclosure Profile. This disclosure profile is required to be completed within 45 days of hire, annually, and updated (within 30 days) if there are changes to your financial interests. For more details on who should disclose and what to disclose, please visit our [COI FAQ page](#).

<p>1. Log into <a href="#">eDMS</a> using your Mount Sinai username and password (edms.mssm.edu)</p>	
<p>2. Click on the <b>COI</b> tab at top of the page to go to your eDMS Disclosure Profile</p>	
<p>3. Click on <b>“Edit Disclosure Profile”</b> under the Instruction Center to update/complete your eDMS Disclosure Profile</p>	
<p>4. Please read the Instructions and Policies page, including links to relevant policies, and click <b>“Continue”</b></p> <p>You can navigate to different sections using the Navigation Bar on the left, or clicking <b>“Continue”</b> at the end of each page.</p>	

5. Tips for Completing Entity Disclosure Information
- ✓ Please report all financial paid or unpaid relationships or activities outside of your Mount Sinai employment for the past calendar year AND any new outside relationships you have started this year-to-date.
  - ✓ Use this section to also report outside activities of related parties (spouse/domestic partner and/or dependent child) with business entities that have or may potentially have a business relationship with, or that compete with Mount Sinai.

### Entity Disclosure Information

1. \* Do you have any financial interests and/or compensated/un-compensated outside activities to report or update?  
**NOTE: (i) By clicking "NO" all entities previously disclosed (during the annual cycle or at other times) will be erased.**  
**(ii) If you have been added to a research project, after you review/update your disclosures, click "Continue" to complete this form, submit your attestation, and then answer the Research Trigger project-specific questions.**

Yes  No [Clear](#)

2. \* Entity disclosures: ⓘ

Entity	Foreign Entity?	Relation to Discloser	Disclosure Types	Total Value	Total Time Commitment (Days)	Ownership (%) Equity	Total Equity	Total Compensation minus Equity	Is Public	Last Modified
+ Add										

Click "+ Add" to add each entity disclosure. Please keep in mind that eDMS is an entity-driven disclosure system, so you will need to close all outside relationships, foreign activities, equity ownership, royalty payment, sponsored travel, etc. in this section.

**If you have nothing to disclose**, please select "no" in Question 1. Please keep in mind that if you had any previously disclosed information in the Entity Disclosure Table, selecting "no" will delete all previously entered information without a mechanism for recovery. **If you are on research projects, this is not the Research Trigger Form.** You will be directed to complete Research Trigger Form with project-specific questions after reviewing your Disclosure Profile (after Step #11). Please only select "no" if you have nothing to disclose. You will be asked to confirm that you have no financial relationships or outside activities to disclose before proceeding to the next section:

### Entity Disclosure Information

1. \* Do you have any financial interests and/or compensated/un-compensated outside activities to report or update?  
**NOTE: (i) By clicking "NO" all entities previously disclosed (during the annual cycle or at other times) will be erased.**  
**(ii) If you have been added to a research project, after you review/update your disclosures, click "Continue" to complete this form, submit your attestation, and then answer the Research Trigger project-specific questions.**

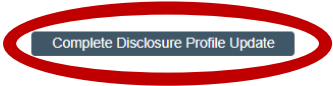
Yes  No [Clear](#)

**Question 2 will only appear if the answer to Question 1 is "no"**

2. \* By answering "NO" to Question 1, you are attesting that you have no outside financial interests or outside activities to report. If you have previously entered any information in the Entity Disclosure Table above, clicking "no" in the above question will erase all previously disclosed entities. Please confirm below that you have no financial interests and/or outside activities (paid or unpaid) to report. Otherwise, please go back to Question 1 (above) and change your answer to "yes" before proceeding.

I confirm I have no financial relationships or outside activities to disclose.

<p>6. Tips for Completing NYC Elected Officials:</p> <ul style="list-style-type: none"> <li>✓ You must answer both questions, including checking the box in Q2, in order to move forward</li> </ul>	<p><b>IV. NYC Elected Officials</b></p> <p>1. * Do you, or a related party (spouse, domestic partner, child), either serve as an elected official in New York City, or have a business or financial relationship with a NYC elected official? (NYC elected officials are: Mayor, Comptroller, Public Advocate, Borough President, and Council Member.)  <input type="radio"/> Yes <input type="radio"/> No <a href="#">Clear</a></p> <p>2. * If applicable, the above answers were imported from your prior year's form. Please check the box to confirm that you reviewed your current answers and/or corrected imported data as necessary <input type="checkbox"/></p>																														
<p>7. Tips for Completing Demographics:</p> <ul style="list-style-type: none"> <li>✓ Department Chair is a required field, so each row for titles <u>must</u> have a Department Chair selected</li> <li>✓ Division Director is optional</li> <li>✓ Academic Titles and Depts. are pulled from HR (contact your departmental administrator if this information is inaccurate)</li> <li>✓ Include any additional titles/institutional roles you hold</li> </ul>	<p><b>Demographics (Faculty and Medical School)</b></p> <p>1. <b>Titles:</b></p> <table border="1"> <thead> <tr> <th>Primary</th> <th>Academic Title</th> <th>Department</th> <th>Division Director</th> <th>Department Chair</th> <th></th> </tr> </thead> <tbody> <tr> <td>yes</td> <td>Professor</td> <td>Psychiatry - ISM</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>DEPTADMIN TEST </td> </tr> <tr> <td>yes</td> <td>PROFESSOR</td> <td>PSYCHIATRY</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>DEPTADMIN TEST </td> </tr> </tbody> </table> <p>2. <b>Add Additional Title:</b></p> <p><input type="button" value="+ Add"/></p> <table border="1"> <thead> <tr> <th>Primary</th> <th>Academic Title</th> <th>Other Academic Title</th> <th>Department</th> <th>Division Director</th> <th>Department Chair</th> </tr> </thead> <tbody> <tr> <td colspan="6">There are no items to display</td> </tr> </tbody> </table> <p>3. * Are you a student at Mount Sinai?  <input type="radio"/> Yes <input type="radio"/> No <a href="#">Clear</a></p> <p>4. * Primary Geographic Location:  <input type="text"/></p> <p>5. Additional Geographic Location:  <input type="text"/></p>	Primary	Academic Title	Department	Division Director	Department Chair		yes	Professor	Psychiatry - ISM		<input checked="" type="checkbox"/>	DEPTADMIN TEST	yes	PROFESSOR	PSYCHIATRY		<input checked="" type="checkbox"/>	DEPTADMIN TEST	Primary	Academic Title	Other Academic Title	Department	Division Director	Department Chair	There are no items to display					
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Primary	Academic Title	Other Academic Title	Department	Division Director	Department Chair																										
There are no items to display																															
<p>8. Tips for Completing Intellectual Property:</p> <ul style="list-style-type: none"> <li>✓ If you received any royalty payments, milestone payments, or any other payments in connection with your reported Intellectual Property (IP), please go back to the <b>Entity Disclosure Information</b> (step #5), enter the name of the entity in the Entity Disclosure table, and select "<b>Royalty Payments</b>" as the Disclosure Type.</li> </ul>	<p><b>Intellectual Property</b></p> <p>1. * Do you or any related party (spouse/domestic partner and/or child (whether biological or adopted) have any intellectual property rights (e.g., patents, copyrights, or royalties from such rights) or are named as an inventor of an issued patent or patent application? NOTE: You do NOT need to report expired patents.  <input checked="" type="radio"/> Yes <input type="radio"/> No <a href="#">Clear</a></p> <p>If you or a related party have Intellectual Property rights or are named as an inventor of more than one patent or patent application, you must complete a separate entry for each Intellectual Property item by clicking the "Add Intellectual Property" button below. There is no limit on the Intellectual Property that you can report.</p> <p>2. <b>Intellectual Property:</b></p> <p><input type="button" value="+ Add"/></p> <hr/> <p><b>Entity Disclosure Information – Disclosure Type:</b></p> <p><input checked="" type="checkbox"/> Royalty Payments (through Mount Sinai or through another Entity)      <input type="checkbox"/> Royalty Payments (through Mount Sinai or through another Entity)</p>																														

<p>9. Tips for Completing Foreign Influence:</p> <ul style="list-style-type: none"> <li>✓ If you answered yes to any of the questions in this section, please go back to the <b>Entity Disclosure Information</b> (step #5) to disclose the foreign relationship, if not already disclosed.</li> <li>✓ All foreign academic appointments, talent program participation, and any research support from foreign entities not negotiated through Mount Sinai, should be listed under <b>“Other Academic Appointments/Engagements”</b> in Entity Disclosure Information</li> <li>✓ All foreign personal consulting agreements or other foreign professional services should be listed under <b>“Consulting or Professional Services”</b> in Entity Disclosure Information</li> </ul>	<p><b>Foreign Influence</b></p> <p>Please disclose all outside relationships with foreign entities.</p> <p><b>Relationships</b> include but are not limited to (1) business investments, (2) other equity ownership in a business, (3) research support, (4) board of directors or senior executive leadership (c-suite) position in a business, (5) personal consulting agreements, (6) academic appointments, (7) travel reimbursements, and/or (8) other funding of any kind.</p> <p><b>Foreign entities</b> include commercial businesses, charities, universities, and/or governments.</p> <p>Examples of funding include, but are not limited to, direct payments (research grants, honoraria, gifts, awards, prizes, educational stipends, contributions, hospitality, travel/expense reimbursements, etc.) or in-kind contributions (office space, equipment, and personnel such as post-doctoral fellows.)</p> <ol style="list-style-type: none"> <li>1. * Within the last calendar year, did you or a related party have a relationship with a foreign entity? <input type="radio"/> Yes <input type="radio"/> No <a href="#">Clear</a></li> <li>2. * Within the last calendar year, did you have an academic (teaching, administrative, or research) appointment at a foreign university? Appointments include full or part-time employment positions, lecturer, visiting scholar, visiting researcher, or other position, either paid or unpaid. <input type="radio"/> Yes <input type="radio"/> No <a href="#">Clear</a></li> <li>3. * Within the last calendar year, did you participate in a foreign government sponsored talent recruitment program? <input type="radio"/> Yes <input type="radio"/> No <a href="#">Clear</a></li> <li>4. * Within the last calendar year, did your lab (or research group) receive research grant support from a foreign entity that was not negotiated through Mount Sinai (GCO, MSIP, FACTS)? <input type="radio"/> Yes <input type="radio"/> No <a href="#">Clear</a></li> <li>5. * Within the past calendar year, have you had a personal consulting agreement with a foreign entity <input type="radio"/> Yes <input type="radio"/> No <a href="#">Clear</a></li> </ol> <p>If you answered yes to any of the questions 1-5, please list the entity and describe the nature of the activity in the Entity Disclosure Information table.</p> <ul style="list-style-type: none"> <li>All foreign academic appointments, talent program participation, and any research support from foreign entities not negotiated through Mount Sinai, should be listed under “Other Academic Appointments/Engagements” in the Entity Disclosure Information View.</li> <li>All personal consulting agreements or other professional services should be listed under “Consulting or Professional Services” in the Entity Disclosure Information View</li> <li>All financial compensation should be given in estimated US dollar amounts.</li> </ul> <hr/> <p><b>Entity Disclosure Information – Disclosure Types:</b></p> <table border="0"> <tr> <td style="vertical-align: top;"> <input checked="" type="checkbox"/> Other Appointments, Compensated or Uncompensated, including Foreign Research Support/Collaborations         </td> <td style="vertical-align: top;">           Compensated or uncompensated (e.g., positions, appointments, fellowships, talent programs, ongoing teaching arrangement, including research support not negotiated through Mount Sinai (GCO, MSIP, FACTS).            Consultant, Advisory Board member or Meeting Participation, scientific advisory board, speaking engagements (including, but not limited to non-CME speaking engagements), and expert-witness/medico-legal consulting for any entity including not-for-profit entities         </td> </tr> <tr> <td style="vertical-align: top;"> <input checked="" type="checkbox"/> Consulting or Other Professional Services         </td> <td></td> </tr> </table>	<input checked="" type="checkbox"/> Other Appointments, Compensated or Uncompensated, including Foreign Research Support/Collaborations	Compensated or uncompensated (e.g., positions, appointments, fellowships, talent programs, ongoing teaching arrangement, including research support not negotiated through Mount Sinai (GCO, MSIP, FACTS). 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<input checked="" type="checkbox"/> Consulting or Other Professional Services					
<p>10. After completing your disclosure and carefully reading the Attestation, <b>check the box</b> in the middle of the Attestation Page.</p>	<p>I attest that this disclosure is an accurate and complete representation of all the outside relationships and related compensation that I and/or my related party (spouse/domestic partner and/or dependent children) have with outside entities. <input checked="" type="checkbox"/></p>				
<p>11. To submit your completed eDMS Disclosure Profile, click on <b>Complete Disclosure Profile Update</b>.</p> <p>Clicking on “Finish” will <u>not</u> submit your disclosure profile. “Finish” will only save your changes and exit out of your disclosure profile. To submit, please click on Complete Disclosure Profile Update.</p>	<p><b>Complete Disclosure Profile</b></p> <p>Click the Complete Disclosure Profile Update button to satisfy the following:</p> <p>Discloser was added to a research project</p> <p style="text-align: center;"></p> <p>Discloser manually updated the disclosure profile</p> <p style="text-align: right;"> <input type="button" value="Exit"/> <input type="button" value="Save"/> <input type="button" value="Finish"/> </p>				
<p>If you are listed on any active research projects, you will be prompted to update your open “Research Triggers” at this time. Please refer to <a href="#">How to Complete/Update a Research Trigger Form</a> for step-by-step instructions.</p>					

For faculty, post-docs, fellows and students with questions relating to this form or to Mount Sinai’s Conflicts of Interest policies, please email the [Office of Industry Engagement & Conflicts of Interest](#) at [Conflicts.of.Interest@mssm.edu](mailto:Conflicts.of.Interest@mssm.edu). For Staff Conflicts of Interest, please contact [Corporate Compliance](#) at [Corporate.Compliance@mountsinai.org](mailto:Corporate.Compliance@mountsinai.org) or 646- 605-7115. For technical help with login issues, usernames, and passwords, please open a Service Now ticket with Research IT via <https://mountsinaihealth.service-now.com/rait>.