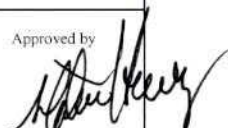


**Mount Sinai School of Medicine  
Active Account Documents - Files**

FINANCIAL MEMORANDUM		
Memorandum No. 177	<b>MOUNT SINAI SCHOOL OF MEDICINE</b>	Page 1 of 1
Approved by  S. HARVEY	<b>SUBJECT: ACTIVE ACCOUNT DOUCMENTS</b>	Date Issued/Amended 10/2/15
		Replaces Amended Policy Issued:

Mount Sinai School of Medicine requires adequate documents to be retained for active accounts supporting sponsored projects. For all active funds, the following documents must be maintained for the entire project period on the electronic filing system.

- 1) Sponsor Award Letter (including supplements and amendments)
- 2) Sponsor Application Signature Page
- 3) GCO Application Signature Page
- 4) Budget and budget justification where available
- 5) Subcontract
- 6) Correspondence such as request for and approval for prior approvals
- 7) Financial Reports/Billing

The scientific/technical reports and other related project documents are kept by the Grants and Contracts Office, IRB and IACUC as applicable; in addition, faculty is required to maintain records of data related to research and manuscript in accordance with the "Policy on Responsibilities of Authors and Data Retention" in Chapter VII of the Faculty Handbook.

If there is a question or need additional information, please contact Sponsored Projects Accounting at (212) 731-3463.