

**Institutional Information for Use in Grant and Contract Applications**

**Introduction**

The purpose of this document is to provide institutional information that extramural funding agencies may require on grant and contract applications. It is divided into the following sections:

I. Sponsored Project Information; II. Compliance Information; III. Financial Information; and IV. GCO Deadlines for Review and Approval of Applications.

Please contact your assigned GCO Grants Specialist for any questions you may have. For a listing of GCO’s Grants Specialists and other staff, please click [here](#):

**I. Sponsored Project Information**

A. Administrative Information

Applicant Organization	Icahn School of Medicine at Mount Sinai One Gustave L. Levy Place, Box 1075 New York, New York 10029-6574 Tel: (212) 824-8300 Fax: (212) 241-3294 E-Mail: <a href="mailto:grants@mssm.edu">grants@mssm.edu</a>
------------------------	--

Automated Standard Application for Payments (ASAP)

Recipient Identification Number      3627001

CAGE Code:                                      1QSQ9

DHHS Rate Agreement Date:                December 7, 2022

Unique Entity ID and Expiration Date:    C8H9CNG1VBD9                      October 29, 2024  
*Replaced DUNS number as of 4/5/22. Also referred to as SAM unique entity ID*

DUNS No.:                                        078861598  
*No longer in use; included for historical purposes only.*

Entity Identification No.:                    1-136171197-A1

FICE Code:                                      007026

Founding Date (School):                    1963

Governmental Districts: Congressional District: *Data Enter "NY-013"*  
29th NYS Senatorial District  
68th NYS Assembly District

HHS Assurance of Compliance 9/1/2004  
Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975 (HHS 690 Form)

NAICS Code ID: 611310

New York City Vendor Code: 0000945511

New York State Vendor ID: 1000027177

New York State Vendor Responsibility Questionnaire (VRQ) Certification Date: 10/2/2023

Participant Identification Code: 985934482  
(EU Funded Projects)

Press Contact: Lucia L. Lee, Senior Director of Media, Mount Sinai Health System  
Tel: (646) 605-5940  
Email: [lucia.lee@mountsinai.org](mailto:lucia.lee@mountsinai.org)

Tax No.: 136171197

Type of Organization: Educational Institution  
*If additional information is required, you may also include private, nonprofit 501(c)(3).*

*All Federal Assurances/Certifications have been filed with the appropriate federal agencies.*

B. Authorized Organization Representative (AOR)

Ms. Jessica R. Moise  
Grants and Contracts Officer  
Senior Associate Dean for Sponsored Programs  
Tel: (212) 824-8300 Fax: (212) 241-3294  
E-Mail: [grants@mssm.edu](mailto:grants@mssm.edu)

Ms. Amanda Amescua  
Director, Grants and Contracts Office  
Tel: (212) 824-8300 Fax: (212) 241-3294  
E-Mail: [grants@mssm.edu](mailto:grants@mssm.edu)

Ms. Hadijah Vactor  
Director, Grants and Contracts Office  
Tel: (212) 824-8300 Fax: (212) 241-3294

E-Mail: [grants@mssm.edu](mailto:grants@mssm.edu)

Ms. Latoya Palmer  
Director, Grants and Contracts Office  
Tel: (212) 824-8300 Fax: (212) 241-3294  
E-Mail: [grants@mssm.edu](mailto:grants@mssm.edu)

## II. Compliance Information

### A. Program for the Protection of Human Subjects (PPHS / IRB)

#### 1. Administrative Information

PPHS Federal-Wide Assurance Number (FWA):	00005656
Effective Date:	March 8, 2022
Expiration Date:	March 8, 2027

#### 2. Chair

Glenn Martin, MD, DFAPA, Senior Associate Dean for Human Subjects Research, Executive Director Icahn School of Medicine at Mount Sinai  
One Gustave L. Levy Place, Box 1081  
New York, NY 10029-6574  
Tel: (212) 824-8200 Fax: (212) 876-6789  
E-mail: [glenn.martin@mssm.edu](mailto:glenn.martin@mssm.edu)

### B. Institutional Animal Care and Use Committee (IACUC)

#### 1. Administrative Information

Office of Animal Care Use and Welfare (OACUW) Assurance No:	D16-00069
Effective Date:	March 7, 2023
Expiration Date:	January 31, 2027

AAALAC No:	002
Accreditation Date:	December 31, 2023

#### 2. Chair

Stacey Baker, PhD  
Tel: (212) 241-0153 Fax: (212) 241-5550  
E-Mail: [iacuc@mssm.edu](mailto:iacuc@mssm.edu)

### C. Research Integrity Officer (RIO)

#### 1. Administrative Information

Annual Report file date: March 15, 2023

2. Officer  
Reginald W. Miller, DVM, DACLAM  
Icahn School of Medicine at Mount Sinai  
One Gustave L. Levy Place, Box 1031  
New York, NY 10029-6574  
Tel: (212) 241-3006 / Fax: (212) 860-9739  
E-Mail: [reginald.miller@mssm.edu](mailto:reginald.miller@mssm.edu)

#### **D. Institutional Biosafety Program**

Officer  
Randy Albrecht, PhD  
Icahn School of Medicine at Mount Sinai  
One Gustave L. Levy Place, Box 1155  
New York, NY 10029-6574  
Tel: (212) 241-8255  
E-Mail: [biosafety-program@mssm.edu](mailto:biosafety-program@mssm.edu)

#### **E. Select Agents and Toxins Program**

Officer  
Randy Albrecht, PhD  
Responsible Officer (RO)

#### **F. COVID-19 Workplace Safety for Federal Contractors**

Designated Coordinator  
Bernard C. Camins, MD, MSc  
Medical Director, Infection Prevention, Mount Sinai  
Health System  
Professor of Medicine, Division of Infectious Diseases  
Department of Medicine, Icahn School of Medicine at  
Mount Sinai

### **III. Financial Information**

#### **A. Administrative Information**

Cognizant Federal Agency  
Mr. Ryan McCarthy  
Department of Health and Human Services  
26 Federal Plaza, Room 41-122  
New York, NY 10278  
(212) 264-2069

#### **B. Fiscal Officer**

Mr. Matthew Rosamond  
Senior Vice President for Finance  
Chief Financial Officer  
Icahn School of Medicine at Mount Sinai  
One Gustave L. Levy Place, Box 1061  
New York, NY 10029-6574

Tel: (212) 241-4440

C. Sponsored Projects Finance  
Director

Mr. Raj Appavu  
Director, Sponsored Projects Finance  
Icahn School of Medicine at Mount Sinai  
One Gustave L. Levy Place, Box 3500  
New York, New York 10029-6574  
Tel: (646) 605-4023 Fax: (646) 605-3110  
E-Mail: [Raj.Appavu@mountsinai.org](mailto:Raj.Appavu@mountsinai.org)

The Sponsored Projects Finance Director is the contact person for the following reports and information:

- 1. Financial reports
- 2. Payment information
  - a. Checks  
Checks should be sent to the Sponsored Projects Finance Director. However, you may also request that these checks be sent to a local (i.e., a departmental administrator) rather than the institutional contact person.
  - b. Electronic/wire transfer
- 3. Other post award documentation
- 4. NIH Loan Repayment Program (LRP)

D. NIH / HHS Salary cap: \$212,100 (eff. 1/1/2023)

If you are applying for a Department of Health and Human Services (HHS) sponsored project and your institutional base salary (e.g. \$200,000) is greater than the NIH / HHS salary cap, use this salary cap. Do not use your institutional base salary. HHS includes the NIH, AHRQ, CDC, CMS, FDA, HRSA, and SAMHSA, among others.

E. Fringe Benefit Rates eff. 1/1/2023

Federal:	30.5% of Salaries and Wages
Non-Federal:	31.5% of Salaries and Wages

F. Facilities and Administrative (F&A) Rates:

1. Federal (includes Federal projects in which ISMMS is the subawardee institution)

- a. Research
 

On-Site Through 12/31/2021	69.5%
On-Site Beginning 1/1/2022	69.0%

See section G.2 before applying 69.0% rate.

Off-Site	26.0%
----------	-------

Eff 10/15/21, competitive grants or contracts will not be subject to more than one F&A cost rate. If more than 50% of a project is performed off-campus, the off-campus rate will apply to the entire project.

- b. Federal Training and Career Development 8.0%
  - c. Instruction/Training (Curriculum Development)
    - Through 12/31/2021 41.0%
    - Beginning 1/1/2021 37.6%
    - See section G.2 before applying 37.6% rate.
  - d. Other Sponsored Programs
    - Through 12/31/2021 34.0%
    - Beginning 1/1/2022 33.5%
    - See section G.2 before applying 33.5% rate.
2. Industry
- a. Clinical Trials and Related Research 35.0%  
The protocol may be industry or investigator initiated. The study is either:
    - i. Controlled, clinical testing in human subjects drugs, devices, diagnostics, treatments, interventions, or preventative measures including testing for an unapproved indication or
    - ii. Data collection to increase knowledge that would lead to enhanced safety and efficacy of a drug or device, including medical chart reviews.
  - b. Other Research 69.0%  
Please see G. "Calculating F&A Expenses" for additional information.
3. Non-Federal (Nonprofit)
- Important: For non-federal (nonprofit) funded projects, please use the rates below when the extramural funding agency does not specify the amount. When a non-federal extramural agency does specify a rate, please use that rate on your budget.
- a. Research and Other Funded Programs 25.0%
  - b. Training and Fellowships 8.0%

G. Calculating F&A Expenses

Please click on this [ISMMS Finance policy and procedure memo](#) for additional information. Other terms for F&A are indirect costs, overhead, and General and Administrative (G&A) expenses.

1. Federal Funded Projects (F.1) and Industry Funded Other Research (F.2.b)

The following expenses are excluded when calculating F&A costs:

- a. Alterations/Renovations: of \$1,000 or more unless allowed by the extramural funding agency
- b. Equipment: Unit cost of equipment is \$1,500 or more and a useful life of at least one year.
- c. Patient Care Costs: The costs of routine and ancillary services provided by hospitals to individuals participating in research programs.  
Click here for NIH's complete definition.

- d. Subawards/Consortium Arrangements  
All funds above \$25,000 per subawarding institution (“institution” is normally defined by having a unique DUNS number or NIH IPF number) are excluded when calculating F&A costs. The \$25,000 limit applies once for each subawarding institution within a project period.
- e. Tuition and Fees
- f. Genomic Arrays - NIH policy NIH-OD-10-097

Modified Total Direct Cost (MTDC) base is a term used for the direct cost amount after the above expense categories have been excluded. F&A is then applied to the MTDC.

- 2. Federal Funded Grants (includes Federal grants in which ISMMS is the Subawardee Institution)  
On 1/1/2022, the federal research on campus, instruction/training and other sponsored programs on campus indirect cost rate for grants changed. Please see additional information below. In this section, the updated on-campus research rate of 69.0% is included because it is commonly used. However, do apply the updated instruction/training rate (37.6%) and other sponsored programs (33.5%) rate when appropriate.
  - a. All Competitive (i.e., New, Competitive Renewal, or Resubmission) Applications  
When submitting competitive applications to the GCO, use the 69.0% rate in the appropriate future year budget period and prorate accordingly.
  - b. Non-Competitive Applications: Projects Newly Awarded Prior to 1/1/2020  
If the new, competitive renewal, or resubmission award notice was issued prior to 1/1/2020, continue to use the 69.5 % for the life of the project. Do not use the new rate.
  - c. Non-Competitive Applications: Projects Newly Awarded from 1/1/2020 to 10/28/2020  
If the new, competitive renewal, or resubmission award notice was issued between 1/1/2020 and 10/28/2020, when you submit the non-competitive application that spans 1/1/2022 and beyond, rebudget, apply the new rate of 69.0%, and prorate accordingly.
- 3. Non-Federal Funded Projects  
F&A costs are applied to all cost categories unless otherwise specified by the extramural funding agency.

**IV. GCO Deadlines for Review and Approval of Applications**

The GCO must be in receipt of the **COMPLETE AND FINAL** proposal, including completed and signed Conflict of Interest and Suspension and Debarment forms as appropriate, by these deadlines. Routing the application through the departments for approval occurs before GCO receipt. Please allow adequate time for this process, especially for applications that need to be routed to more than one department.

Application Type	Deadline
------------------	----------

Federal Applications	5 Business days prior to extramural funding agency deadline by 11 am*
All Other Applications**	1 Business Day prior to extramural funding agency deadline*

\* *Please contact your assigned Grants Specialist in advance regarding any additional time the GCO may need in the review and approval process if you are applying for a sponsored project with complex budgetary and/or administrative requirements (e.g., program projects, application with many subawards, international extramural funding agency application with nonstandard budget forms).*

\*\* *Only a small subset of ISMMS projects must be submitted to the GCO. Click [here](#) for more information.*