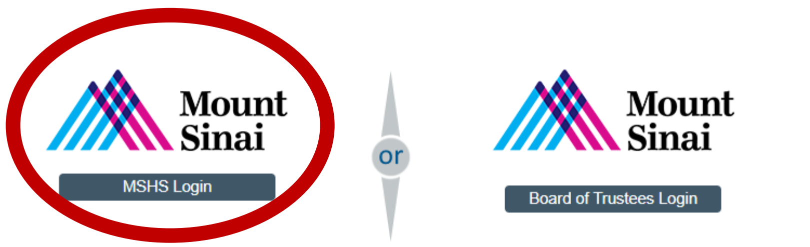
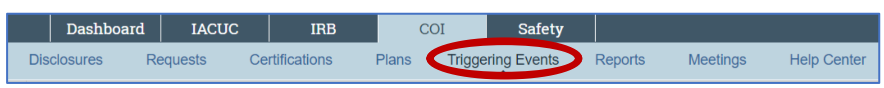
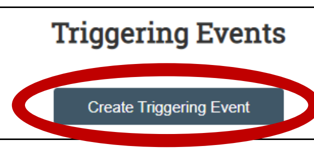
Icahn School of Medicine at Mount Sinai

How to Create a Triggering Event (TE) in eDMS

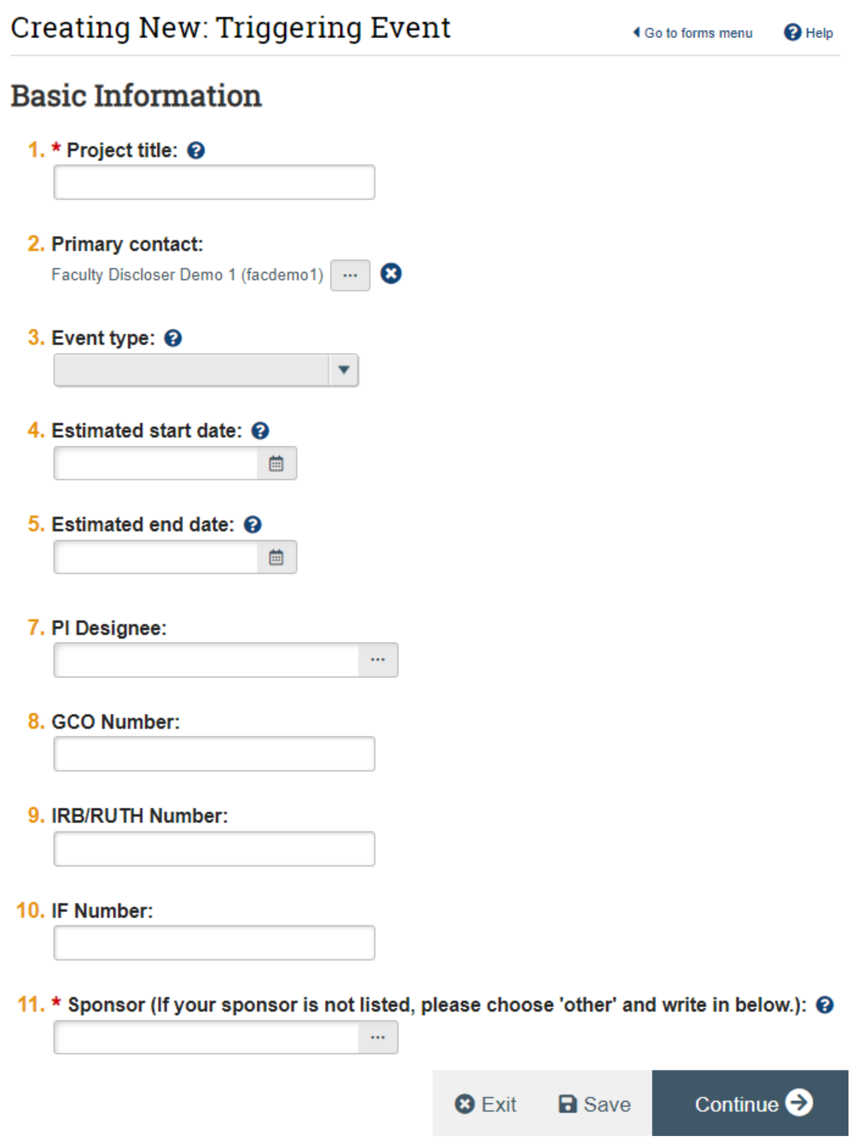
In order to initiate a research project, a Triggering Event (TE) must be completed in eDisclosure Management System (eDMS). Every person listed on the TE will be prompted to update their Disclosure Profile and complete a Research Trigger Form in eDMS through a notification email. Information on the eDMS Disclosure Profile is imported into this form. Click here for instructions on how to complete/update your eDMS Disclosure Profile.

The Research Trigger Form is used to determine whether any financial interests pose actual or perceived conflicts with a proposed research project. This form is required for every grant and research project/study. The form also requires disclosure of related institutional financial interests. Click here for instructions on how to complete/update your Research Trigger Form.

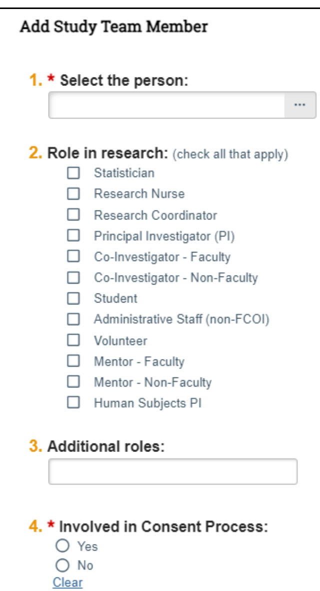
For more details on managing research conflicts of interest, please visit our COI FAQ page.

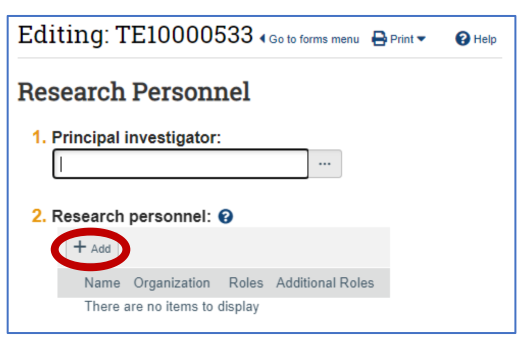
1. Log into **eDMS** using your Mount Sinai username and password (https://eDMS.mssm.edu)	
2. Click on the **COI** tab at top of the page to go to your eDMS Disclosure Profile	
3. Click on **Triggering Events** under the COI tab. This will show all your Open Triggering Events as well as All Triggering Events. To edit an existing/open Triggering Event, you may search for and select the appropriate TE from the lists.	
4. To create a new TE, click on **Create Triggering Event** on the left hand side	

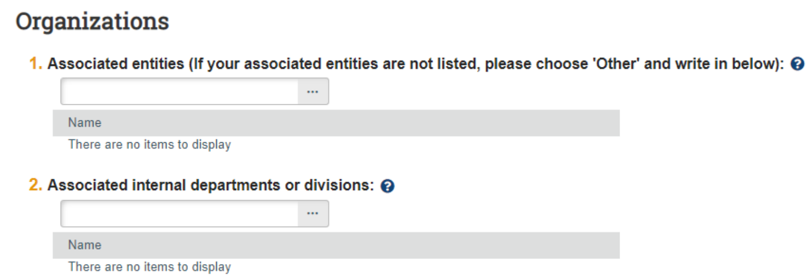
5. Tips for Completing the **Basic Information** Section:
   - ✓ Project Title will be used for display purposes throughout the system
   - ✓ Primary Contact is automatically the person creating the Triggering Event – this can be changed
   - ✓ Only the PI and the PI Designee are able to make edits and submit the TE on behalf of the PI
   - ✓ The Primary Contact may also be the PI Designee
   - ✓ Although not required, please enter the GCO Number, IRB/RUTH Number, and/or IF Number if available – the PI or PI Designee may update the TE to enter this information at any time
   - ✓ If this is an internally funded project, please select "Icahn School of Medicine at Mount Sinai" as the sponsor
   - ✓ If the sponsor is not listed, please choose "other" and an open text field will appear for you to write in the study sponsor.
   - ✓ If there are additional organizations related to this research project, you will have the opportunity to enter them in a later section



6. Tips for Completing the **Research Personnel** Section:
   - ✓ The PI of the grant should be listed in Q1 as the Principal Investigator
   - ✓ If this is a human subjects research project, please select the Human Subjects PI under Research Personnel in Q2 – the Human Subjects PI may be the same as the PI indicated in Q1
   - ✓ For human subjects research, the Research Personnel list in Q2 will integrate with your IRB submission in RUTH





<table>
<tr>
<td>7. Tips for Completing the Organizations Section:
✓ Select any additional organizations that are associated to the research project
✓ Associated entities may include additional industry partners/sponsors</td>
<td>
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<td>8. Tips for Completing the Scope Section:
✓ Enter a brief description of the scope of the research project and any drugs and/or technology associated with the project</td>
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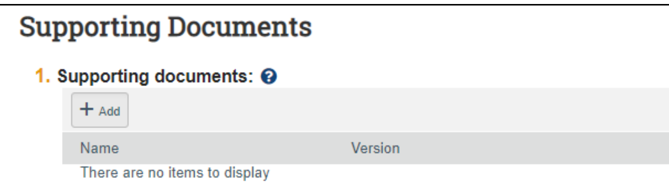
<td>9. Tips for Completing the Supporting Documents Section:
✓ Upload any relevant documentation (e.g., executed research agreements)</td>
<td>
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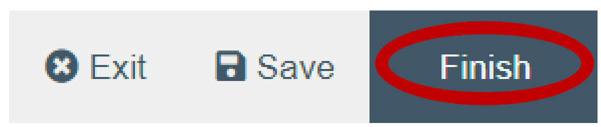
<td>10. Click on Finish on the bottom of the page.

Please Note: You're Not Done Yet! Please continue to Step #11.</td>
<td>
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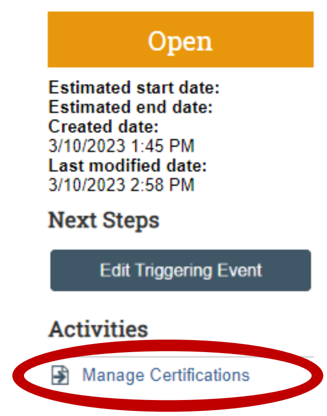
<td>11. Once you click Finish in Step #10, you will be brought back to the TE Summary Page for your research project. The PI or PI Designee <u>must</u> click on Manage Certifications on the left hand side under "Activities" in order to notify all research personnel on the project that they have been added to a research project and must review/update their eDMS Disclosure Profile and complete their Research Trigger Form.</td>
<td>
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<td colspan="2">Click here for step-by-step instructions on How to Complete/Update a Research Trigger Form</td>
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<u>Please Note:</u> The PI and PI Designee are able to edit the Triggering Event (e.g., to add or remove research study personnel, to change or make updates to the funding source or study sponsor, etc.) at any time. If adding a new study research personnel, the PI or PI Designee must click on "Manage Certifications" (Step #11) in order for the new investigator to be notified that they have been added to a research project and must complete their Research Trigger Form. The previously added research personnel will not be affected or prompted to complete their Research Trigger Form again.

For questions please email the Office of Industry Engagement & Conflicts of Interest at Conflicts.of.Interest@mssm.edu
For technical support, please email the Research Administration IT Team at esupport@mssm.edu