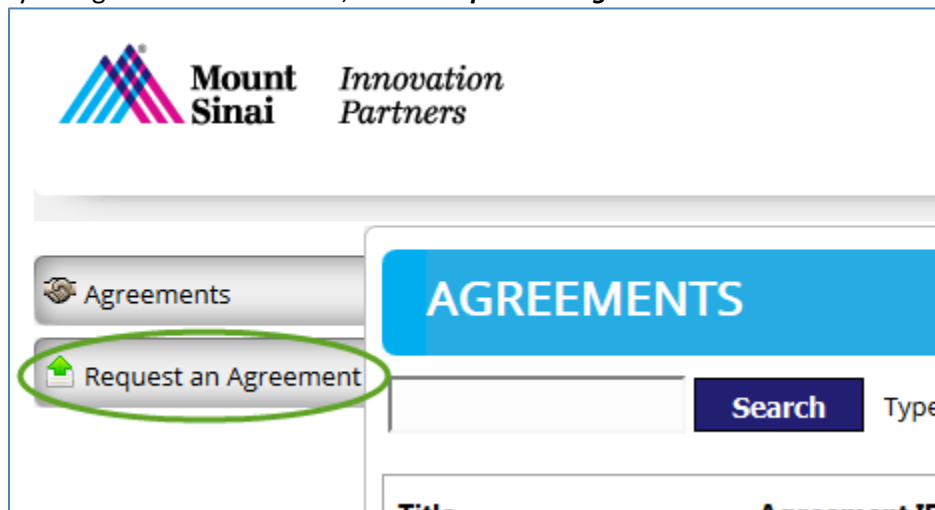


MSIP Agreement Portal - Step-by Step Guide

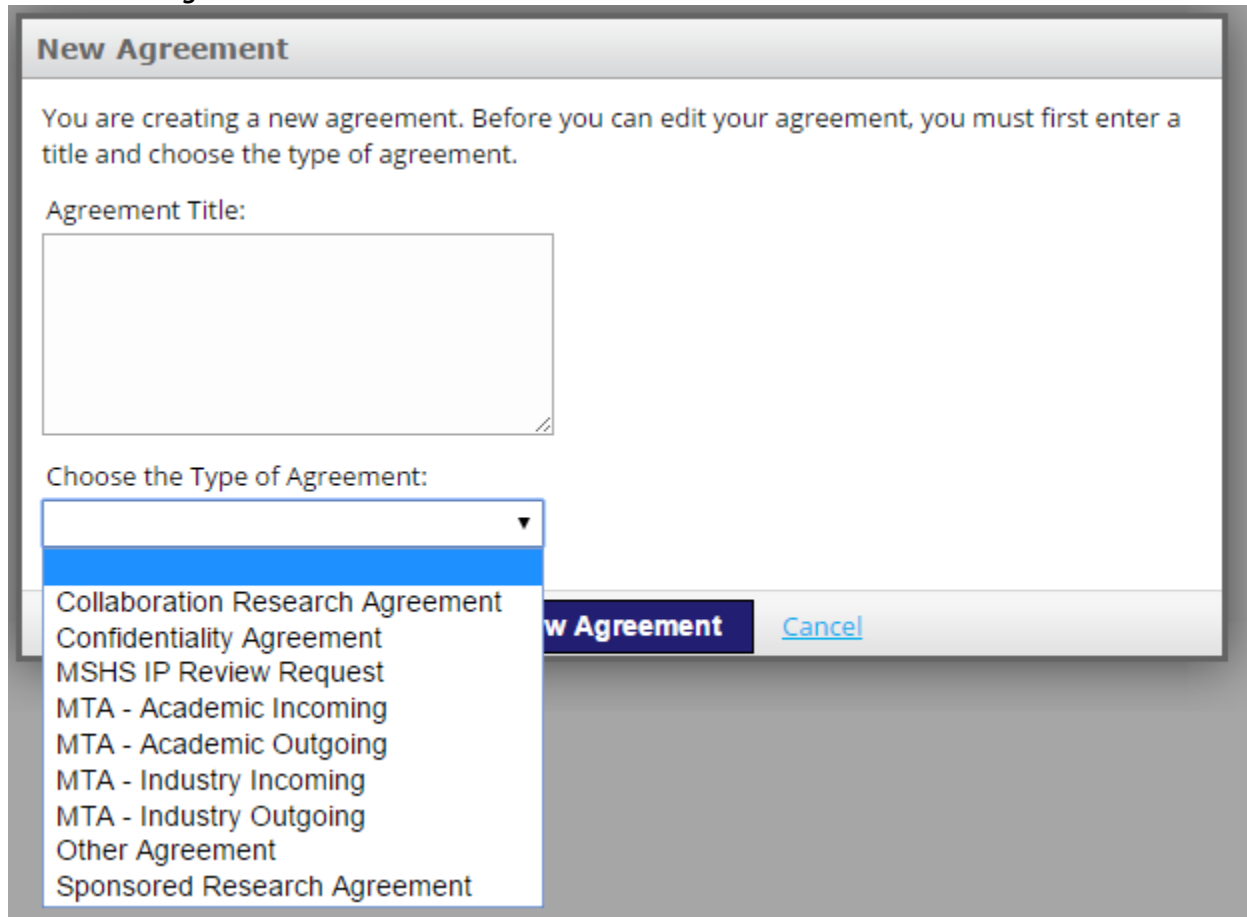
Mount Sinai Innovation Partners (MSIP) Agreement Portal provides an easy way to both request an agreement and log in to see the current status of the agreement.

Here is a step-by-step guide to requesting an agreement through the portal. Please see our [website](#) to identify what type of agreement you are requesting.

1. Use your internet browser to navigate to <http://www.ip.mountsinai.org/agreements/>
2. Select **Request Here – Agreement Portal**
3. Log in to the portal with your Mount Sinai Single Sign-On ID.
 - a. If you cannot log in, please email MSIPinfo@mssm.edu and an account will be created for you.
4. From your agreement dashboard, select **Request an Agreement**.



5. Enter an agreement title and choose the type of agreement you are requesting. Select **Create New Agreement**.



New Agreement

You are creating a new agreement. Before you can edit your agreement, you must first enter a title and choose the type of agreement.

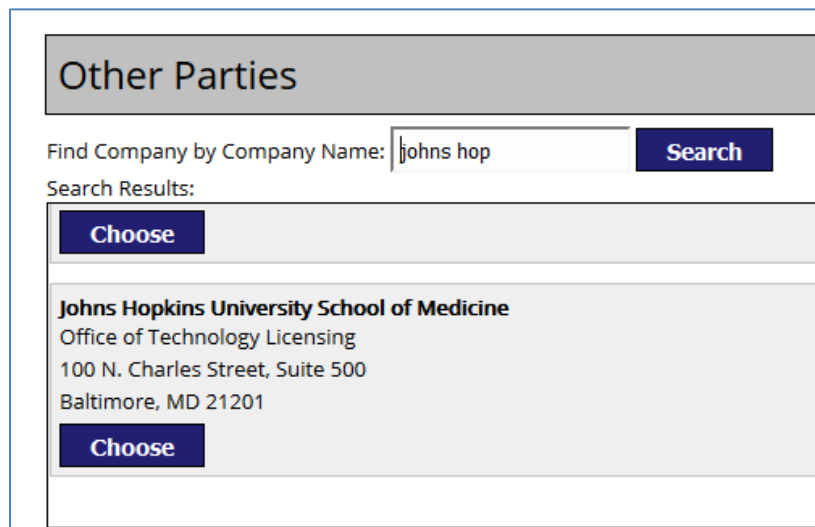
Agreement Title:

Choose the Type of Agreement:

- Collaboration Research Agreement
- Confidentiality Agreement
- MSHS IP Review Request
- MTA - Academic Incoming
- MTA - Academic Outgoing
- MTA - Industry Incoming
- MTA - Industry Outgoing
- Other Agreement
- Sponsored Research Agreement

New Agreement Cancel

6. Choose the Other Party with which this agreement is with. Search by typing in all or part of the other organization name and select **Search**. Once you've found the organization, select **Choose**.
 - a. If you cannot find the organization you're looking for, please email MSIPinfo@mssm.edu and include the organization address. A member of the team will add the organization to the database and confirm thereafter.



Other Parties

Find Company by Company Name: johns hop Search

Search Results:

Choose

Johns Hopkins University School of Medicine
Office of Technology Licensing
100 N. Charles Street, Suite 500
Baltimore, MD 21201

Choose



7. Fill out the remainder of the form and attach any documents provided by the other organization, making sure to **Upload** any documents the other party has provided.
8. If you would like to pause and come back, select **Save As Draft**. If your request is complete, select **Submit for Review**. If you'd like a PDF copy of the request, select **Download As PDF** and save to your records.
9. You'll receive one email confirmation upon submitting your request and another when MSIP accepts the request and begins to work on your agreement.
 - a. If you didn't receive a confirmation email, please make sure the request was submitted by emailing MSIPtransactions@mssm.edu to determine the status.

If you have any contract related questions, please contact MSIPtransactions@mssm.edu. If you have any Agreement Portal questions or need to request an account, please contact MSIPinfo@mssm.edu.