

MSIP Agreement Portal

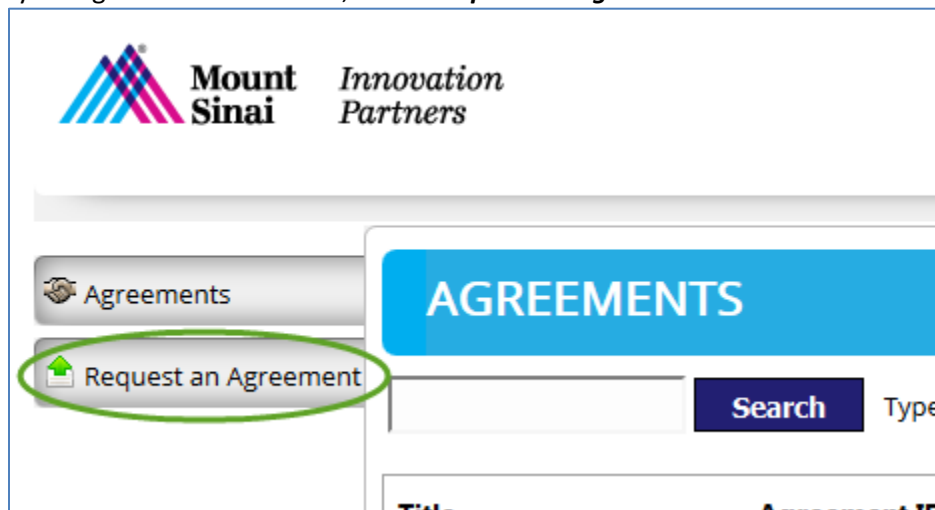
Introduction

Mount Sinai Innovation Partners (MSIP) is providing access to the MSIP Agreement Portal in order to provide a common, predictable, and straightforward resource for faculty and staff who request agreements from MSIP. This provides an easy way to both request an agreement and log in to see the current status of the agreement.

Use

The points below take a user through submitting an agreement request through the Agreement 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:

[Create 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 search for and choose **NewCo** and enter the organization's name as a Remark, lower, in the page.

Other Parties

Find Company by Company Name: [Search](#)

Search Results:

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

[Add a new Company](#) if you cannot find the Company you are looking for.



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.

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