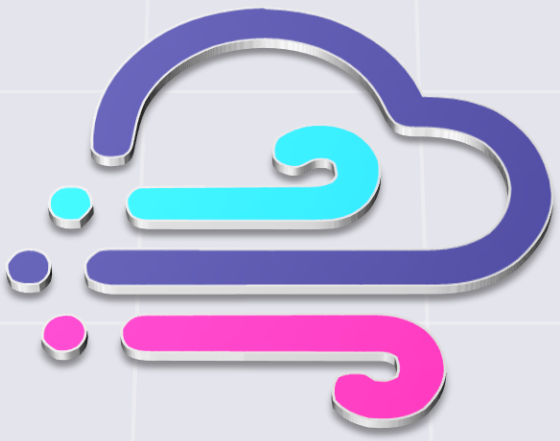
AIR·MS (Artificial Intelligence-Ready Mount Sinai)
2025-2026

Requesting Access to AIR·MS Data Modalities

Standard Operating Procedure (SOP) for all Mount Sinai Users.

Version 1.0 (December 2025)



AIR·MS Ticketing support system for users: https://hpims.atlassian.net/servicedesk/customer/portal/67

https://labs.icahn.mssm.edu/minervalab/air-ms-artificial-intelligence-ready-mount_sinai

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REQUESTING ACCESS TO AIR·MS DATA MODALITIES

Employee/Researcher Prerequisites

1. An active Mount Sinai Account.

2. A Mount Sinai network connection or Mount Sinai Virtual Private Network (VPN) connection.

3. An approved Institutional Review Board (IRB) protocol, with the following requirements depending on if you are associated with Mount Sinai or the Hasso Plattner Institute (Note: if you are using de-identified data in your project then you will need a **Data Use Agreement** (DUA), but not an IRB protocol).

- For Mount Sinai researchers, access to Protected Health Information (PHI) via **AIR·MS** requires an IRB-approved protocol detailing the scope of **AIR·MS** use.
- Reference **AIR·MS** in your protocol as follows: "*We will utilize the **AIR·MS** platform (IRB # 20-01288) to access and store our data.*"
- Specify in your study protocol the types of data you will access through **AIR·MS** for your project.

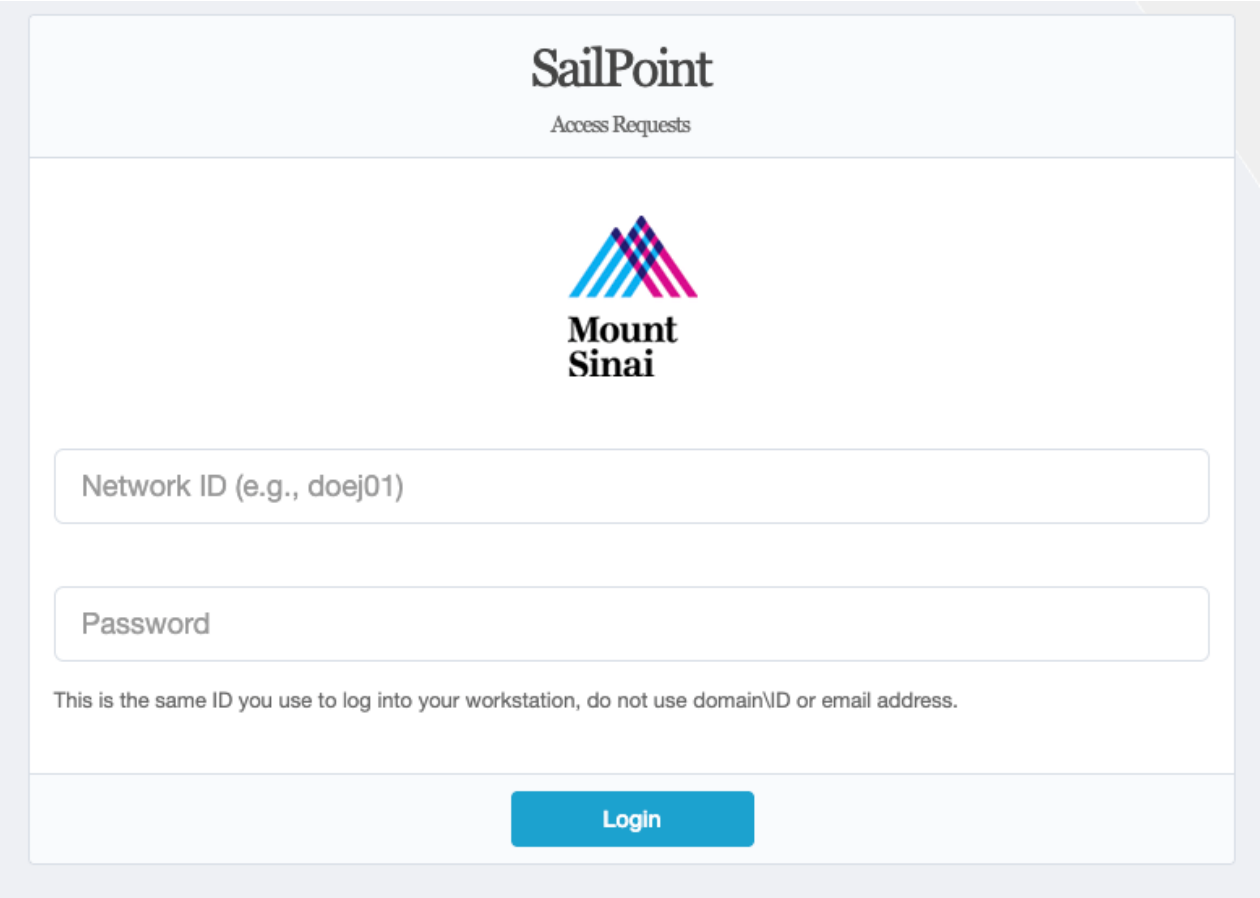
- Hasso Plattner Institute (HPI) researchers will need an approved IRB protocol for data access that has been reviewed and approved by the Mount Sinai School of Medicine regulatory team.
- **Note**: before getting access to data folders, HPI researchers must ensure that they are listed as part of an approved IRB protocol.

4. Please submit inquiries through the AIR·MS Ticketing support system: **https://hpims.atlassian.net/servicedesk/customer/portal/67**

*For inquiries not covered by the ticketing support system, please contact **airms-info@mssm.edu**.*

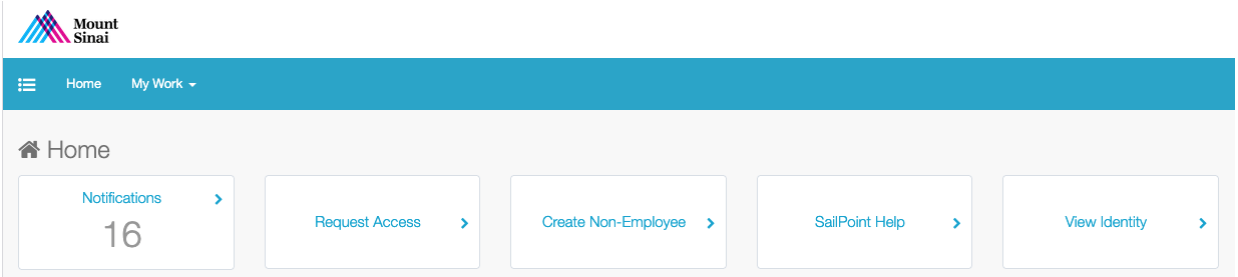
STEP 1: LOGIN TO SAILPOINT

- Navigate to SailPoint (https://sailpoint.mountsinai.org).
- Enter your Mount Sinai username and password.
- Click Login:

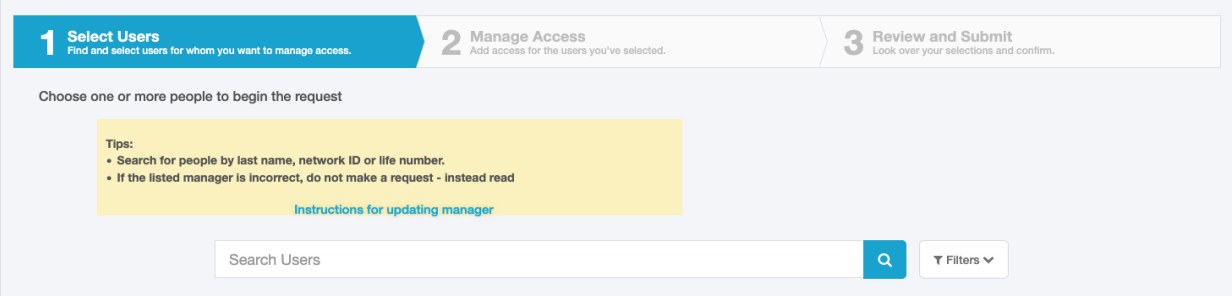


STEP 2: REQUEST ACCESS, USER IDENTIFICATION AND SELECTION

- Once on the home screen, select the “Request Access” option:



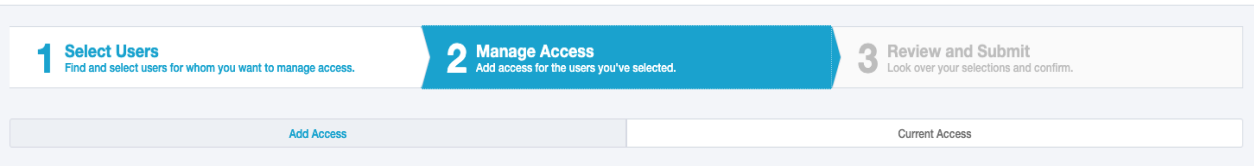
- In the provide search bar, input the desired user’s Full Name or Life Number.



- Locate and click the checkmark adjacent to the user’s name.
- Ensure the checkmark changes color, indicating successful selection.

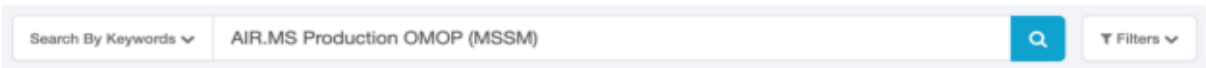
STEP 3: AIR·MS ACCESS, TYPE, AND SELECTION

- Click on the “Next” button or select the “Manage Access” tab.

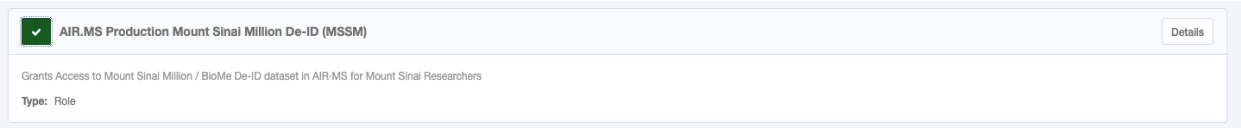


- In the "Search By Keywords" textbox, input one of the appropriate access options listed below (incorrect group requests will be denied):

Available Datasets
AIR.MS Production MSDW OMOP PHI (MSSM)
AIR.MS Production MSDW OMOP De-ID (MSSM)
AIR.MS Production Pathology metadata PHI (MSSM)
AIR.MS Production Radiology metadata PHI (MSSM)
AIR.MS Production SYNPUF OMOP (MSSM)
AIR.MS Production Mount Sinai Million PHI (MSSM)
AIR.MS Production Mount Sinai Million De-ID (MSSM)
AIR.MS Production ECHO (metadata) PHI (MSSM)
AIR.MS Production ECG (metadata) PHI (MSSM)
AIR.MS Production ICU PHI (MSSM)
AIR.MS Production ICU Operational Datamart PHI (MSSM)

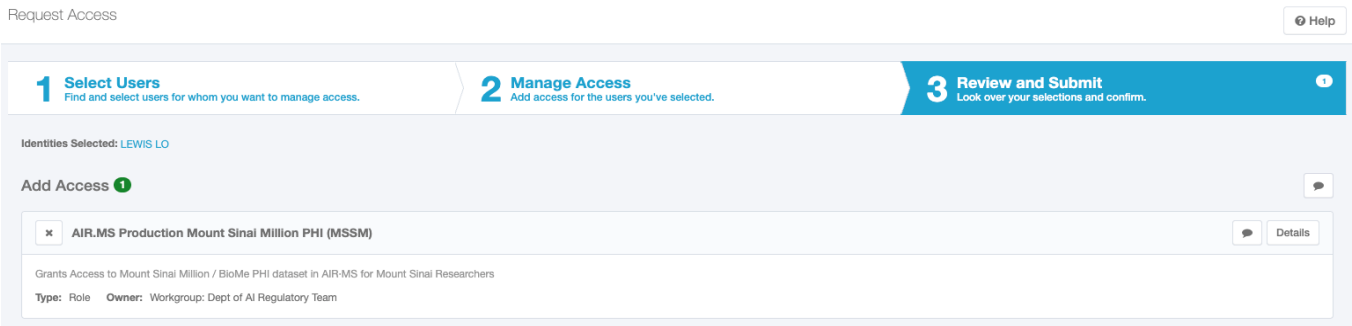


- Click the checkmark corresponding to the desired access.
- Verify that the checkmark color changes, confirming your choice.



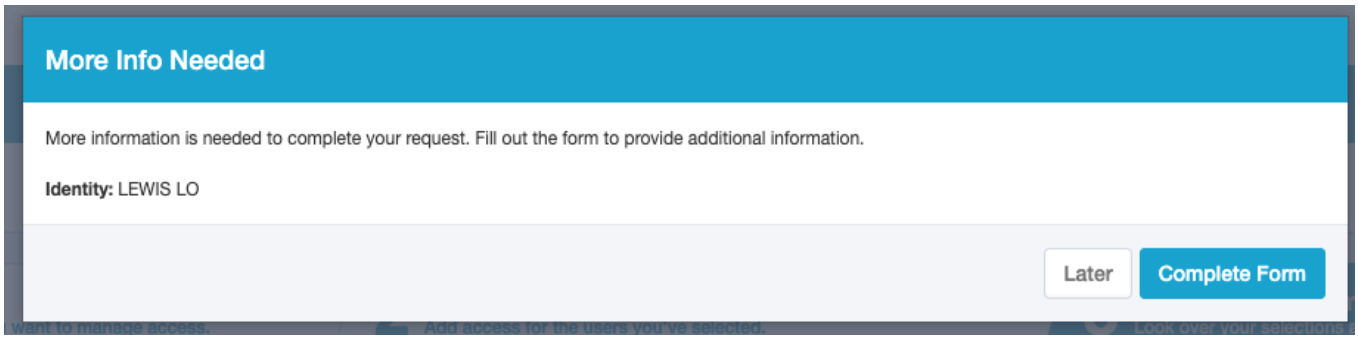
STEP 4: SUBMIT, FINALIZE, AND REQUEST CONFIRMATION

- Click "Next" or navigate to the "Review and Submit" tab:



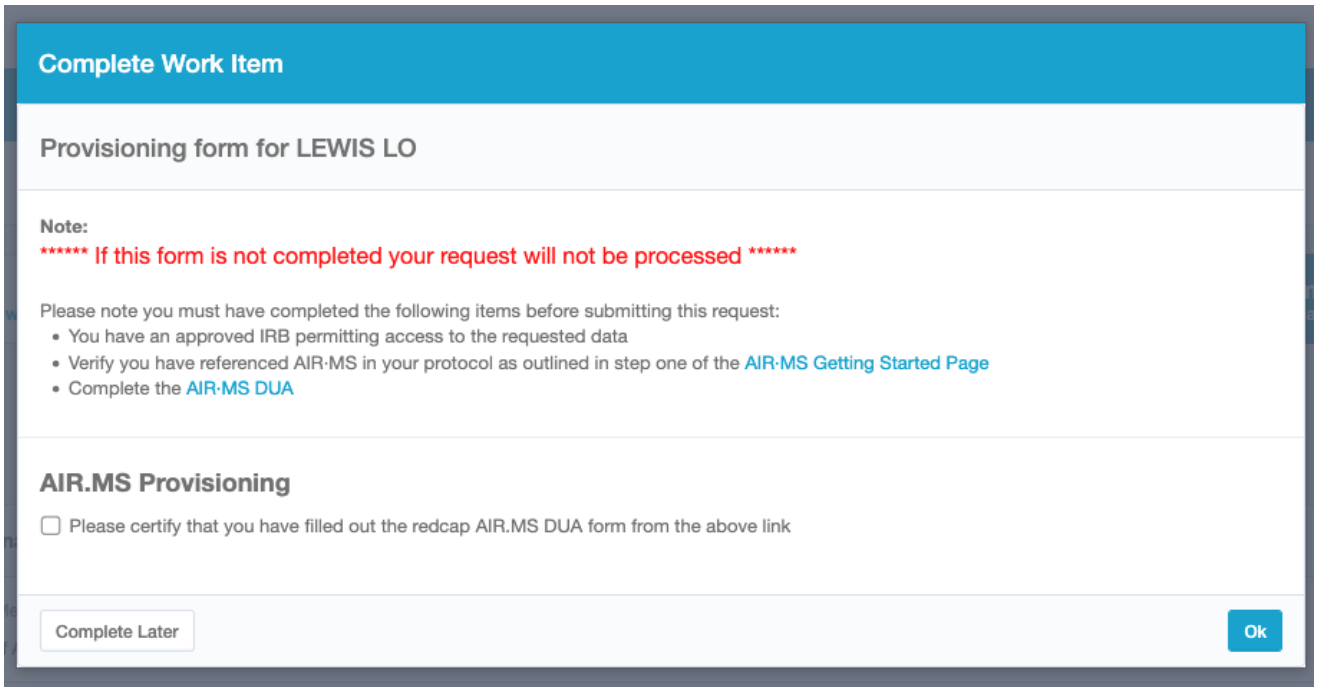
- Carefully review your selection and Click “Submit”.

- The following pop-up will appear, choose the “Complete Form” option to proceed:



STEP 5: "COMPLETE WORK ITEM" SUBMISSION

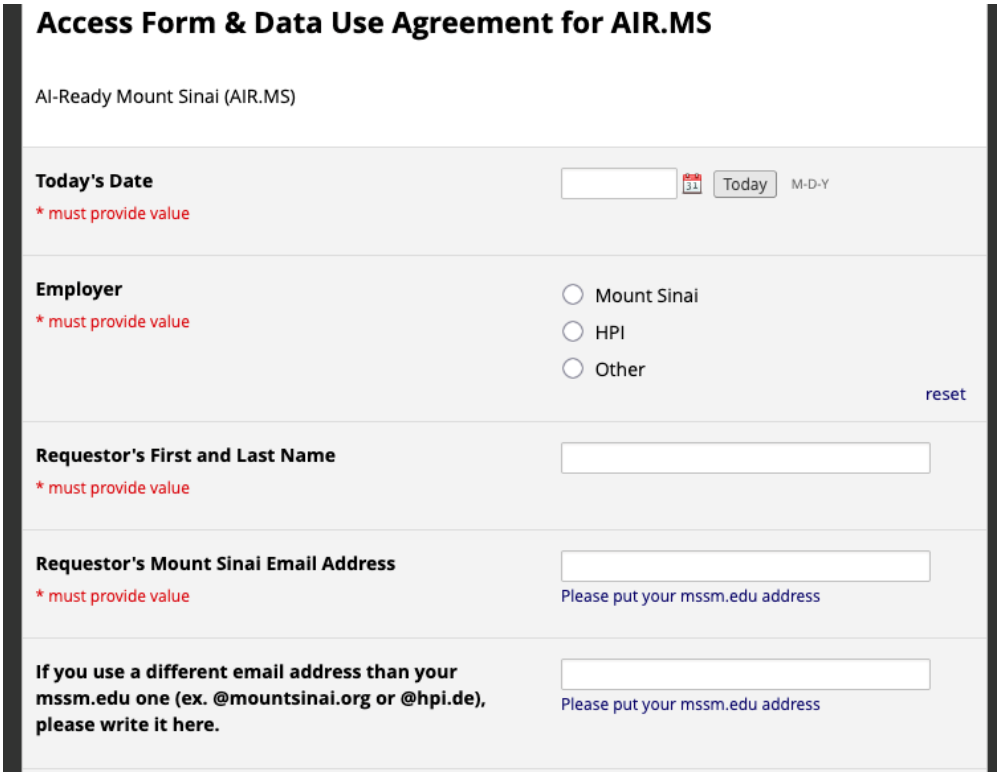
- Fill out the “Complete Work Item” form as shown below:



- Next, complete the AIR·MS Data Use Agreement (DUA) on a REDCap form (illustrated on the next page).

STEP 6: COMPLETE DUA

- Complete the Data Use Agreement (DUA) by filling out **AIR·MS DUA (https://redcap.mountsinai.org/redcap/surveys/?s=W89LEF8RTXDYCDE8)** on REDCap form:



Access Form & Data Use Agreement for AIR.MS

AI-Ready Mount Sinai (AIR.MS)

Today's Date
* must provide value
Today M-D-Y

Employer
* must provide value
- Mount Sinai
- HPI
- Other

reset

Requestor's First and Last Name
* must provide value

Requestor's Mount Sinai Email Address
* must provide value
Please put your mssm.edu address

If you use a different email address than your mssm.edu one (ex. @mountsinai.org or @hpi.de), please write it here.
Please put your mssm.edu address

- As part of this process, upload your IRB Protocol. In this protocol, you will have cited your intention to access data via the AIR·MS platform (IRB # 20-01288). For more information on IRB Protocol, please refer to **FAQ section**.

STEP 7: INTERNAL REVIEW AND ACCESS APPROVAL

- This request will then be reviewed by the AIR·MS Admin Team along with the IRB Team to confirm all documentation is valid.

- The requester will receive an email after the internal IRB/IT Review has been completed saying whether access has been granted or denied.

FREQUENTLY ASKED QUESTIONS

- **What do I do if my access request is denied?**
  - You will be notified via email by the AIR·MS or Institutional Review Board (IRB) team, detailing the specific grounds for the denial of your request. This correspondence will also include comprehensive guidance on corrective measures that can be undertaken to address the identified issues.

- **What is an Institutional Review Board (IRB)?**
  - The IRB is a regulatory committee established to review and approve research involving human subjects. Its primary purpose is to ensure that the rights, welfare, and privacy of subjects are protected. The IRB also ensures that research is conducted in accordance with all federal, state, and institutional regulations.

- **Can I access data without an approved IRB?**
  - There is some data you can access without an approved IRB, and this may include aggregate or de-identified data. It is important you communicate clearly what data you will need by submitting a ticket to our support team through the **AIR·MS Ticketing support system** (**https://hpims.atlassian.net/servicedesk/customer/portal/67**). The two parties can then reach a determination about the necessity of IRB approval together.

- **How long does this process take?**
  - The estimated turnaround time is 7-10 business days. Please note this timeframe is subject to change in cases where the documentation provided is incomplete or insufficient. We advise ensuring all necessary documents are submitted promptly to avoid delays.

- **How do I track the progress of my access request?**
  - You may monitor the status of your request by logging into the **SailPoint system (https://sailpoint.mountsinai.org)** or by submitting a ticket through the **AIR·MS Ticketing support system**.

- **What is the best way to contact an AIR·MS team member to obtain support throughout this process?**
  - For any inquiries or concerns related to support during the process, please do not hesitate to contact our dedicated support team by submitting a ticket through the **AIR·MS Ticketing support system**.
  - Our team is available to assist you at any stage of the process and is committed to providing prompt and efficient assistance.

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