



# Frequently Asked Questions

## Weill Research Gateway

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### How do I update my email preferences?

- Click My Profile from left navigation pane
- Click Edit
- Click Portal Preferences
- Under the Profile Preferences, choose Yes or No for the 'I would like to receive an email when something is assigned to me' question

### What if my entity is not listed?

- If the entity you are trying to select is not in the dropdown list, email Sponsor-Creation@med.cornell.edu with the subject "COI Entity Request" They will add the sponsor on the backend and notify you when you can go back in to select that entity.

### I'm having trouble finishing my transaction.

- In many cases, the Completed checkbox must be checked before clicking Submit.
- If this doesn't work, there may be required fields that are not filled out. Review the form your submitting and check for any errors or missed fields.
- If you continue to experience issues, contact **Support**.

### How do I know if my submission was successfully received?

- You will receive an email confirmation. You will also receive a notification if any action needs to be taken on your submission.

### I see I have an Open Action Item – how do I view more details?

- If a submission is returned to you, you will see an Open Action Item on first page after login. Click the folder Icon to view that Action Item.

**My Open Action Items**

 **New Conflicts Item to Review**  
COI - Self Disclosure-Case for Greg Chopp  
**PI:** Chopp, Greg Information Technologies and Services  
**Title:** Case for Greg Chopp  
**Open Action Items:** 0

### One of my submissions was returned to me requesting more information. Where do I respond?

- Click the folder icon in the top left corner of the Action Item.
- Respond in the comments section of the form.



**Conflicts Of Interest grc3001 Case for Greg Chopp**

**Instructions** I am Done Close

To: Greg Chopp

**The Conflicts Office requires additional information.**

If you received this notice via email, please log into the system using the LOG IN link below to review your pending action item.

On the action item, note the comments in the top row of the Assignment History table (at the bottom of the action item page). Record a response in the Comments area in the middle of that page. Click I am Done in the upper right corner. This will complete your action item. You may then delete the notification email as well.

**Please note that an unresolved action item may cause delays in protocol and/or award release. We encourage your immediate attention to this matter.**

For assistance or inquiries, contact the Conflicts Management Office via email (conflicts@med.cornell.edu) or phone (646) 962-8200.

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**Item**

System	Item	Action Item Operating Status	Number	Submitted By	Open
Conflicts Of Interest	Conflicts Survey	Awaiting additional information from discloser (maj2029)	grc3001	Greg Chopp	

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**Your Action/Decision**

Next Status: Under review (maj2029) Assign to: Automatic as per configurations.

Comments

### What if I'm the PI on a project for which I'm submitting an SSR?

- Select your own name from the dropdown menu.

### The Exit button doesn't work. How do I log out?

- You can log out of WRG by closing your browser window.

***View the WRG Job Aid for a more information and comprehensive instructions.***