The Annual Conflicts Survey
Quick Reference Guide – Conflicts of Interest

You are required to update your Conflicts Survey any time you develop a financial relationship related to your institutional responsibilities at Weill Cornell Medicine. Any new relationships must be reported through the Conflicts Survey within 30 days of acquiring them. If you have no relationships to report, you must still certify once a year.

Quick Instructions

1) Log on to the Weill Research Gateway at [http://wrg.weill.cornell.edu](http://wrg.weill.cornell.edu)
   a. Select your institution from the list provided.
   b. Enter your CWID and password.
2) Click the Conflicts of Interest tab on the left navigation menu.
3) Select the Create Initial Conflicts Survey button.
   a. This button may read Recertify/Update Conflicts Survey if you’ve previously completed a survey.
4) Read the Policy, Survey Instructions, and Examples.
5) Answer the three Primary Questions.
   a. If you answer Yes to Question 2, follow the steps below to add your family member:
      i. A popup window will appear after answering Yes.
      ii. **Select the first letter** of your family member’s last name from the top menu.
      iii. Type the last name in the Search for a particular entry field.
      iv. Select the dropdown menu above the search entry field.
      v. Ensure your family member’s name is selected.
      vi. Click the Select button.
      vii. You should see your family member listed on the Conflicts Survey.
      viii. Optional: Click the +Add button to add any additional family members.
   b. If you answer Yes to Question 3, an additional Entities section will open beneath the questions, which you must fill out.
      i. **IMPORTANT**: Refer to the Entering Your Entities + Travel section of this guide if you answered Yes to Question 3.
   c. Note that if you are a physician, you must read the Open Payments section beneath the Primary Questions and take action if necessary.
6) Click the Certification checkbox to certify your entries.
7) Click the Submit button.
8) You should see a timestamp of your submission as well as a PDF icon where you can print a copy of your Conflicts Survey.

Adding Entities + Travel in your Conflicts Survey

Answering Yes to Question 3 will open up the Entities section of your Conflicts Survey where you must provide information about your reportable interests.

1) After answering Yes to Question 3, scroll down to the Entities section.
2) Search for your Entity in the entry field.
   a. As you type a list will populate beneath the entry field – make your selection from this list.
   b. 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 and notify you when you can go back in to select that entity.
3) Click the +Add button.
4) Answer the questions for the entity, noting that answering questions in a certain way may prompt additional branching questions which must also be answered.
5) Answering Yes to Q12 will expand the Travel section where you must add information about expenses reimbursed by the entity for travel.
   a. **Travel Start Date**: Click the calendar icon to select the start date of your travel.
b. Enter the **Destination**, **Duration**, and **Value** reimbursed for your travel.
c. Click the dropdown menu and select a **Purpose** for travel.
d. Optional: Click the **Add New Row** button to report another line item of travel for this entity.
e. Optional: Click the **trash can** to the right of the line item to delete the row.

6) Click the **Certification** checkbox to certify your entries.
7) Click the **Submit** button.
8) You should see a timestamp of your submission as well as a PDF icon where you can print a copy of your Conflicts Survey.

*After completing your Conflicts Survey, you will receive an email confirming your submission. All email notifications are also viewable in WRG under the My Messages tab.*

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