Study Specific Reports (SSRs)
Quick Reference Guide – Conflicts of Interest

SSRs are used for capturing information on one’s external relationships in the context of a project and should be submitted at the time of a grant proposal or IRB application, and prior to release of an award.

**Quick Instructions**

1) Log on to the Weill Research Gateway at [http://wrg.weill.cornell.edu](http://wrg.weill.cornell.edu)
   a. Enter your CWID and password.
2) Click the **Conflicts of Interest** tab on the left navigation menu.
3) Click the **Create/Edit Study Specific Report (SSR)** button.
4) **Review** information about the Policy and Survey instructions.
5) Click the **Create New** button.
6) On the next page, click the **checkbox** to indicate that your Conflicts Survey is complete and accurate.
   a. Note: You must have a completed Conflicts Survey to proceed.
7) After clicking the checkbox, a list of questions comes up. Use the **dropdown** menu to select the related financial interest.
   a. The dropdown menu will contain entity-specific information disclosed in your recently submitted Conflicts Survey. If you do not see your entity, you must submit an updated Conflicts Survey.
8) Click the **Select** button.
9) **Provide answers** to the series of questions on the screen.
   a. Note: Additional fields may pop up when you answer certain questions. These are meant for you to clarify your answers or provide additional information relevant to the question.
   b. Under **Project Principal Investigator** – begin typing the name of your PI. As you type, a list of PIs will populate and you can make your selection.
   c. Make sure to click the **Select** button after highlighting your choice.
10) After entering all the information, scroll to the top of the page and click the **Check when page complete (uncheck to edit)** checkbox.
11) **Verify** the completion of your SSR details by noting the green checkbox.
12) Click the **Submit** button in the top right corner.
   a. Verify your completed SSR by clicking the **View Study Specific Report (SSR) History** button on the preceding screen.

After completing your SSR, you will receive an email confirming your submission. All email notifications are also viewable in WRG under Mailbox in the Top Navigation Bar.

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