

WRG Central Access Request Form

Employee Name:

Employee CWID:

This form is to request access to the Weill Research Gateway (WRG). Select "Add" or "Remove" next to each security position to request an update for the noted user. RAC Support will notify the user that their System Access request is complete. For information on how to submit a System Access request, please reference the following Help File: <https://helpfiles.med.cornell.edu/gm/folder-1.11.222112?mode=EU>

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SPONSORED PROGRAMS/PROPOSALS ACCESS

Central Admin Reviewer

Central Admin Reviewer is a reviewer of the grant or contract being submitted but does not reside in OSRA, JCTO or Research Finance. This user has a view only access of records but can search records across the institution. The reviewer's work is affected by the lifecycle of grants and contracts.

Indicate the required department, include "Add" or "Remove"

Department

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Contracts Research Administrator

Contracts Research Administrator is the primary Central Administrator for the lifecycle of contract applications. This individual resides in OSRA or JCTO. This individual can access some or all the proposal records for the institution and in some cases, is the central administration approver of proposal records. This role can be assigned at any or all departmental nodes.

Indicate the required department, include "Add" or "Remove"

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Grants Research Administrator

Grants Research Administrator is the primary Central Administrator for the lifecycle of grant applications. This individual resides in OSRA, deals with the pre-award functions and coordinates with the sponsoring agency. This individual can access some or all the proposal records for the institution and in some cases, is the central administration approver of proposal records. This role can be assigned at any or all departmental nodes.

Indicate the required department, include "Add" or "Remove"

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CLINICAL TRIALS ACCESS

Ancillary Group

Ancillary Group approver is responsible for completing protocol task lists and uploading the signed departmental forms, as applicable. Examples of Ancillary approvers include, but are not limited to pharmacy, pathology, and billing compliance.

Indicate "Add" or "Remove"

Ancillary Research Billing Viewer

Ancillary Research Billing Viewer provides view-only access to coverage analysis (formerly HRBAF) for staff conducting research charge review in Epic.

Indicate "Add" or "Remove"

Budget Builder **** (For JCTO use only) ****

Budget Builder (For JCTO use only) is responsible for entering finalized budget information for financial reconciliation.

Indicate "Add" or "Remove"

CCTO Reporting

CCTO Reporting is limited to the CCTO leadership and allows reporting on cancer studies across departments.

Indicate "Add" or "Remove"

Central Registrar

Central Registrar is responsible for processing subject registrations. This function is limited to central administrative staff.

Indicate "Add" or "Remove"

Core Lab Technician

Core Lab Technician is an employee in the core laboratories using WRG-CT.

Indicate "Add" or "Remove"

Coverage Analysis Reviewer

Coverage Analysis Reviewer is responsible for reviewing and approving the coverage analysis (formerly HRBAF) in OnCore. This role is intended for the Department Designees or CPO representative performing this task.

Indicate "Add" or "Remove"

DSMB Administrator

DSMB Administrator is responsible for reviewing data and safety information in the WRG-CT system and approving Data and Safety Monitor Board (DSMB) submissions.

Indicate "Add" or "Remove"

General Reporting

General Reporting is limited to the JCTO and allows reporting on general studies across departments.

Indicate "Add" or "Remove"

JCTO Central

JCTO Central team is responsible for managing the protocol records in the WRG-CT system. This function is limited to central administrative staff.

Indicate "Add" or "Remove"

JCTO Finance

JCTO Finance team is responsible for updating the study fund number in the WRG-CT system. This function is limited to central administrative staff.

Indicate "Add" or "Remove"

JCTO Financial Analyst

JCTO Financial Analyst is responsible for updating the Financial Console in OnCore. This includes updating invoices and checks. This function is limited to central administrative staff and is not a departmental role.

Indicate "Add" or "Remove"

PRMC Coordinator

PRMC Coordinator is responsible for pre-reviewing submissions and assigning reviewers to studies and organizing the agendas for committee meetings. This function is limited to central administrative staff.

Indicate "Add" or "Remove"

Research Billing Reviewer

Research Billing Reviewer provides view-only access to coverage analysis (formerly HRBAF) for staff conducting research charge review in Epic.

Indicate "Add" or "Remove"

HUMAN SUBJECTS ACCESS

Ancillary Group Approver

Ancillary Group Approver is responsible for completing protocol task lists and uploading the signed departmental forms, as applicable. This access is read-only. Examples of Ancillary approvers include, but are not limited to pharmacy, pathology, and billing compliance.

Indicate "Add" or "Remove"

Conflicts of Interest Office

Conflicts of Interest Office is responsible for reviewing the conflicts surveys of the personnel listed on the HS application.

Indicate "Add" or "Remove"

IRB Member		
<i>IRB Member is responsible for reviewing applications submitted to the IRB Office.</i>		
<i>Indicate the required Board(s), include "Add" or "Remove"</i>		
<i>Board</i>	<i>Board</i>	<i>Board</i>
<i>Board</i>	<i>Board</i>	<i>Board</i>

IRB Staff		
<i>IRB Staff is responsible for the triage and regulatory pre-review for applications submitted to the IRB Office.</i>		
<i>Indicate the required Board(s), include "Add" or "Remove"</i>		
<i>Board</i>	<i>Board</i>	<i>Board</i>
<i>Board</i>	<i>Board</i>	<i>Board</i>

RESEARCH SAFETY ACCESS (Environmental Health & Safety)

Regulatory Coordinator Administrator (EHS Dept. Use Only)		
<i>Regulatory Coordinator Administrator has access to initiate and edit records for IBC, EHS, and RSC. They receive batch comms for the Regulatory Coordinator Group, run ad-hoc reports, link HS records through linkages, conduct committee meetings and assign committee reviewers.</i>		
<i>Indicate "Add" or "Remove"</i>		

Safety Official (EHS Dept. Use Only)		
<i>Safety Officials have access to initiate a record for IBC, EHS, and RSC. They are able to edit existing registrations across the institution. This role is inclusive of EHS Management, Biosafety Officers and Radiation Safety Officers.</i>		
<i>Indicate "Add" or "Remove"</i>		

Board Member (EHS Dept. Use Only)		
<i>Board Members are responsible for reviewing applications submitted to the applicable board.</i>		
<i>Indicate the required Board(s), include "Add" or "Remove"</i>		
<i>Board</i>	<i>Board</i>	<i>Board</i>
<i>Board</i>	<i>Board</i>	<i>Board</i>

REPORTING ACCESS – via Business Intelligence Gateway

Research Administration Reporting		
<i>Research Reports can be accessed via Business Intelligence Gateway in Weill Business Gateway</i>		
<i>Indicate "Add" or "Remove"</i>		
Clinical Research Financials	Clinical Research Studies	Clinical Research Subjects
Conflicts of Interest	Human Subjects	Research Safety
Sponsored Programs		

COMMENTS

Additional Comments