WRG Central Access Request Form

Employee Name:	Employee CWID:

This form is used 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. Once completed, this form should be sent to the Department Administrator (DA) or Department Designee (DD) within your department. The DA or DD will need to submit this form in the Weill Business Gateway (WBG) under the System Access tab. One is informed that the System Access request has been completed by RAC Support. 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

Sponsored Programs/Proposals Access – (pages 1 and 2)
Research Safety Access (Environmental Health & Safety) – (page 2)

SPONSORED PROGRAMS/PROPOSALS ACCESS

Central Admin Reviewer

A 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.

Prerequisite for access: None

Indicate the required department

Department	Department
Department	Department
Department	Department

Research Administrator

Research Administrator is the primary Central Administrator for the lifecycle of a grant or contract application. This individual resides in OSRA or JCTO, deals with the pre-award functions and coordinates with the sponsoring agency. This individual can access some or all of 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.
Prerequisites for access: None

Indicate the required department

Department	Department
Department	Department
Department	Department

Research Administration Reporting
Research Reports that can be accessed via BI Launch Pad in Weill Business Gateway **Prerequisite for access: None**

Awards & Proposals	Clinical Research Financials	Conflicts of Interest
Effort	Clinical Research Studies	Sponsored Programs
Research Integrity	Clinical Research Subjects	
Routing		

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RESEARCH SAFETY ACCESS (Environmental Health & Safety)

Regulatory Coordinator
Regulatory Coordinators have access to initiate a record for IBC, EHS, and RSC. They are able to edit any of these records as well. Regulatory Coordinators are able to conduct committee meetings and assign committee reviewers. **Prerequisites for access: None**
Indicate "Add" or "Remove"

Safety Official
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. **Prerequisite for access: None**
Indicate "Add" or "Remove"

Additional Comments (specify each module in the text box if referring to multiple modules)