

## WRG Departmental Access Request Form

Employee Name:

Employee CWID:

This form is to request access and training 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, submit this form 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. **All required training must be complete prior to granting access.** 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>

[Sponsored Programs/Proposals Access – \(pages 1 thru 3\)](#)

[Clinical Trials Access – \(pages 3 thru 5\)](#)

[Human Subjects Access – \(page 5\)](#)

[Research Safety Access \(Environmental Health & Safety\) – \(page 6\)](#)

### SPONSORED PROGRAMS/PROPOSALS ACCESS

#### Grants and Contracts Administrator

*Grants and Contracts Administrator provides access to the Proposal Development module without budget permissions, allowing a user to initiate a submission, complete all sections except the budget, and submit for route. Common role pairing: PI Delegate; PI Budget Preparer.*

**Prerequisite training for access: Basics Training**

*Indicate "Add" or "Remove"*

#### PI Budget Preparer

*PI Budget Preparer allows one to edit budgets of proposal for which he/she is listed as the Principal Investigator.*

**Prerequisite training for access: Basics Training and Budget Training**

*Indicate "Add" or "Remove"*

#### Budget Administrator

*Budget Administrator provides access to the Proposal Development module with budget permissions and visibility, allowing user to initiate a submission, complete all sections, and submit for route. **The user can view and approve salaries in the budget.** This role is inclusive of the Proposal Administrator functions.*

**Prerequisite training for access: Basics Training and Budget Training**

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

Department

Department

Department

Department

Department

Department

**SPONSORED PROGRAMS/PROPOSALS ACCESS cont'd.**

**Departmental Financial Approver**

**Departmental Financial Approver** is inclusive of salary management, proposal, and budget preparation access. This function is responsible for the comprehensive financial oversight, financial compliance, and commitment of institutional resources to a grant or contract and will approve submissions in route. Examples of Financial Administrators include, but are not limited to: Departmental Administrators, Divisional Administrators, Grants Administrators, Financial Managers or Directors.

**Prerequisite training for access: Basics Training and Budget Training**

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

Department	Department
Department	Department
Department	Department

**Delegation**

**Department Financial Approver Delegate** provides a person with the same permissions granted to the Department Financial Approver role. Through delegation, one can approve in the Financial Approver step and will receive all emails and action items received by the Department Financial Approver.

**\*\*Prerequisite for access: Must hold either the DFA or Budget Admin role**

**Indicate the full name and cwid of the Dept Financial Approver to be delegated for, include "Add" or "Remove"**

Name and CWID  
Name and CWID  
Name and CWID  
Name and CWID

**Department Head Delegate** provides a person with the same permissions granted to the Department Head role. Through delegation, one can approve in the Department Head step and will receive all emails and action items received by the Department Head. **Prerequisite training for access: No Training**

**Indicate the full name and cwid of the Dept Head to be delegated for, include "Add" or "Remove"**

Name and CWID  
Name and CWID  
Name and CWID  
Name and CWID

**PI Delegate** provides access to an investigator's emails and action items. If you have a Department Financial Approver role for the department in which the PI resides, you do not also need PI delegate access for this individual.

**Prerequisite training for access: No Training**

**Indicate the full name and cwid of the Investigator to be delegated for, include "Add" or "Remove"**

Name and CWID  
Name and CWID  
Name and CWID  
Name and CWID

**SPONSORED PROGRAMS/PROPOSALS ACCESS cont'd.**

**INVESTIGATOR REPORT ACCESS (Distribution of Contracts Currently in Negotiation)**

<b>Investigator Recipient Of</b>	
<i>Investigator Recipient receives communications about the PI's contract agreements that are in negotiation as of the Friday email distribution. List the PI's full name and CWID to receive a copy.</i>	
<b>Prerequisite training for access: No Training</b>	
<i>Indicate the full name and CWID of the Investigator, include "Add" or "Remove"</i>	
Name and CWID	Name and CWID
Name and CWID	Name and CWID
Name and CWID	Name and CWID

**CLINICAL TRIALS ACCESS**

<b>Human Subjects Research Responsibilities</b>
Select the tasks that the employee will be performing in Human Subjects and/or Clinical Trials:
<b>Regulatory Coordinator</b> <ul style="list-style-type: none"><li>• <i>Creating, editing, or submitting Institutional Review Board (IRB) applications</i></li><li>• <i>Creating, editing, or submitting Protocol Review and Monitoring Committee (PRMC)</i></li></ul>
<b>Clinical Research Associate</b> <ul style="list-style-type: none"><li>• <i>Enrollment of participants/subjects onto studies</i></li><li>• <i>Management of participant/subject data and subject visit tracking</i></li></ul>
<b>Prerequisite training for access: Study Activation Training for Regulator Coordinator Subjects Enrollment and Tracking Training for Clinical Research Associate</b>
<i>Indicate "Add" or "Remove"</i>
Regulatory Coordinator
Clinical Research Associate

## CLINICAL TRIALS ACCESS cont'd.

### Clinical Trials Financials

Select the tasks that the employee will be performing in OnCore related to Clinical Trials Financials:

#### Budget Viewer

- *Has access to view the study budget, accounts receivable and financial reconciliation data*

#### Calendar Builder

- *Creates study calendars (specifications)*
- *Validates study calendars built by external vendor (BOS team)*
- *Releases approved versions of initial and amended calendar/budget/coverage analysis*

#### Coverage Analysis Builder

- *Creates coverage analysis (formerly HRBAF)*
- *Verifies that the billing grid in Epic is consistent with the coverage analysis*

**Prerequisite training for access: Budget Viewer No Training**

**Calendar Builder Training for Calendar Builder**

**Coverage Analysis Builder Training for Coverage Analysis Builder**

**Note: Training for Calendar and Coverage Analysis Builders will be assigned together.**

**Indicate "Add" or "Remove"**

Budget Viewer

Calendar and Coverage Analysis Builder

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

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

**Prerequisite training for access: Budget Builder Training**

**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.

**Prerequisite training for access: No Training**

**Indicate "Add" or "Remove"**

## CLINICAL TRIALS ACCESS cont'd.

### Department Viewer

**Department Viewer** will have access to all clinical research studies within the specified department including study demographic data, overall subject enrollment information, and financials.

**Prerequisite training for access: No Training**

*Indicate "Add" or "Remove"*

### Research Billing Viewer

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

**Prerequisite training for access: No Training**

*Indicate "Add" or "Remove"*

## HUMAN SUBJECTS ACCESS

### Department Head Delegation

**Department Head Delegate** provides a person with the same permissions granted to the Department Head role. Through delegation, one can approve in the Department Head step and will receive all emails and action items received by the Department Head.

**Prerequisite training for access: No Training**

*Indicate the full name and CWID of the Dept Head to be delegated for, include "Add" or "Remove"*

Name and CWID  
Name and CWID  
Name and CWID  
Name and CWID

### Department View Only

**Department View Only** allows users to view access to protocols for the assigned department(s). This role provides access to users who are not typically listed on protocols.

**Prerequisite training for access: No Training**

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

Department	Department
Department	Department
Department	Department

## RESEARCH SAFETY ACCESS (Environmental Health & Safety)

### Clinical Safety Application Administrator

**Clinical Safety Application Administrator** allows the user to initiate the Application for Human Gene Transfer Protocol, Application for Biological Agents Protocol for Institutional Biosafety Committee (IBC) review and the Radiation Safety Human Subjects Application and Authorized User Human Use Application for Radiation Safety Committee (RSC) review. **If you are someone completing one of these applications on behalf of a PI, please request the PI delegate role as well.**

**Prerequisite training for access: No Training**

*Indicate "Add" or "Remove"*

### PI Delegate

**PI Delegate** receives communications about the PI's registrations as well as can have the ability to edit the registration. The delegate can edit the registrations for PIs who are outside of their department. This role is for Lab Managers, Lab Coordinators and Research Coordinators.

**Prerequisite training for access: No Training**

*Indicate the full name and CWID of the Investigator to be delegated for, include "Add" or "Remove"*

Name and CWID

Name and CWID

Name and CWID

Name and CWID

Name and CWID

Name and CWID

## COMMENTS

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