

## 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 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 and 2)

**Clinical Trials/Human Subjects Access** – (pages 3)

**Research Safety Access (Environmental Health & Safety)** – (page 4)

### SPONSORED PROGRAMS/PROPOSALS ACCESS

#### Proposal Administrator

*Proposal 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 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. **Prerequisites 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. This role is inclusive of the Proposal Administrator functions. **Prerequisites for access: Basics Training and Budget Training**

*Indicate the required department*

Department	Department
Department	Department
Department	Department

#### Salary Management

*Salary Management* is an optional function, providing user the ability to approve the visibility of personnel salaries on budgets. This function is automatically assigned to the Departmental Financial Approver role.

**Prerequisites for access: Basics Training and Budget Training**

*Indicate the required department*

Department	Department
Department	Department
Department	Department

**SPONSORED PROGRAMS/PROPOSALS ACCESS contd.**

**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.*

**Prerequisites for access: Basics Training and Budget Training**

**Indicate the required department**

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: None*

**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 for access: None*

**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 for access: None**

**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

## INVESTIGATOR REPORT ACCESS (Distribution of Contracts currently in negotiation)

### Investigator Recipient Of

*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. **Prerequisite for access: None**

**Indicate the full name and CWID of the Investigator, include "Add" or "Remove"**

Name and CWID

Name and CWID

Name and CWID

Name and CWID

Name and CWID

Name and CWID

## CLINICAL TRIALS/HUMAN SUBJECTS

### Human Subjects Research Responsibilities

Select the tasks that the employee will be performing in Human Subjects and/or Clinical Trials: (checkboxes or indicated an "add/delete" next to each selection.)

#### Regulatory Coordinator

- Creating, editing or submitting Institutional Review Board (IRB) applications
- Creating, editing or submitting Protocol Review and Monitoring Committee (PRMC)

#### Clinical Research Associate

- Enrollment of participants/subjects onto studies
- Management of participant/subject data

**Prerequisite for access: Study Activation and/or Subjects Enrollment Training**

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

Regulatory Coordinator

Clinical Research Associate

### 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 for access: None**

**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

## 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 for access: None**

*Indicate "Add" or "Remove"*

### PI Delegate

**PI Delegate** receives communications about the PI's registrations as well as 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 for access: None**

*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

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