

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>

Ancillary Group Approver

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"

Biostatistician

Biostatistician provides edit access to the Biostatistics console for an assigned study in WRG-CT.

Indicate "Add" or "Remove"

Board Member (EHS Dept. Use Only)

Board Members are responsible for reviewing applications submitted to the applicable board.

Indicate the required Board(s), include "Add" or "Remove"

Board

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Board

Central Registrar

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

Indicate "Add" or "Remove"

CCTO Leadership

CCTO Leadership is limited to the CCTO leadership and allows quality assurance capabilities to the group as well as reporting on cancer studies across departments.

Indicate "Add" or "Remove"

Conflicts of Interest Office Staff

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

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

Department

Department

Conflicts and Privacy Reviewer

CPO Reviewer provides **view-only** access to Compliance and Privacy Office staff.

Indicate "Add" or "Remove"

Contracts Leadership

Contracts Leadership is for the leadership of JCTO or OSRA contracts office to supervise the lifecycle of contract applications. This should be at the highest node (i.e., WCM).

Indicate "Add" or "Remove"

Contracts Navigator/Specialist

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 should be added at the highest node (i.e., WCM). Please specify any additional departmental assignments in the selection box below.

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

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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"

IRB Member

IRB Member is responsible for reviewing applications submitted to the IRB Office.

Indicate the required Board(s), include "Add" or "Remove"

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IRB Staff

IRB Staff is responsible for the triage and regulatory pre-review for applications submitted to the IRB Office.

Indicate "Add" or "Remove"

IRB Supervisor

IRB Supervisor is IRB Staff with additional assignment responsibilities.

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 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"

OSRA Operations Specialist

OSRA Operations Specialist is for the primary Central Administrator for the tracking 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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OSRA Pre-Award Grants Specialist

OSRA Pre-Award Grants Specialist is the primary Central Administrator for the submission of grant applications. This individual resides in OSRA. This individual can access some or all the proposal records for the institution and in some cases, is the central administration approver and submitter of proposal records. This should be added at the highest node. Please specify any additional departmental assignments in the selection box below.

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

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NYP Financial Analyst

NYP Financial Analyst is responsible for updating the Financial Console in OnCore for NYP-Queens studies. 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"

RSC Regulatory Coordinator Administrator

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.

Indicate "Add" or "Remove"

Safety Official (EHS Dept. Use Only)

Safety Officials have access to initiate a record for IBC, EHS, and RSC. They can edit existing registrations across the institution. This role is inclusive of EHS Management, Biosafety Officers, and Radiation Safety Officers.

Indicate "Add" or "Remove"

Sponsored Programs View Only

Sponsored Programs View Only is for central office members who do not reside in the JCTO or OSRA contracts and grants team. This is a view only role that can be assigned at the highest node (i.e., WCM) an employee in the core laboratories using WRG-CT.

Indicate "Add" or "Remove"

REPORTING ACCESS – via Business Intelligence Gateway

Research Administration Reporting		
Research Reports can be accessed via Business Intelligence Gateway in Weill Business Gateway		
<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