Weill Research Gateway: Sponsored Programs Module
Final Preparation for Go-Live

Aleta R. Gunsul, MPA, Director, OSRA
Office of Sponsored Research Administration
RAPID, May 8th, 2017
Agenda

• Beta Release Update
• Go-Live Preparation
• Go-Live Support
• Reminder… Training Courses
• Communication & Engagement
• Available Resources
Beta Release Highlights

• Migration of legacy data from Coeus to WRG-SP
  • > 10,000 records
• Eliminated ERF, paper routing forms & Adobe Packages
• Conducted 8 well-received live budget trainings
• Routed and submitted 18 grants and contracts
  • This includes S2S grants, non-S2S grants and a variety of contracts
• Generated 35 WBS automated Account Creates
  • Saving dozens of administrative hours over prior manual process
Preparing for Go-Live Next Steps

- Complete WRG-SP module access survey
- Receive confirmation email and training sessions
- Complete assigned trainings
- Access provisioned in 3 to 5 days
- Confirm access before starting submissions

<table>
<thead>
<tr>
<th>May 5th</th>
<th>May 12th</th>
<th>May 26th</th>
<th>May 31st</th>
<th>June 6th</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete access survey</td>
<td>Receive email &amp; enrolment in training</td>
<td>Complete assigned training</td>
<td>Access provisioned in 3 to 5 days</td>
<td>Confirm access before starting submissions</td>
</tr>
</tbody>
</table>

System Access June 12th
Support Levels & Escalation Pathways

- Level 1
- Level 2
- Level 3

WRG-SP USER
Support Levels & Escalation Pathways

ITS Helpdesk - x64878 - WRG Extension
Available 7am to 7pm

WRG-SP USER
Support Levels & Escalation Pathways

Level 1
- ITS Helpdesk - x64878 - WRG Extension
  Available 7am to 7pm
  WRG-SP USER

Level 2
- WRG Support Analysts
  ITS Helpdesk Escalation

Level 3
- WRG Business Analysts
  wrg-support@med.cornell.edu
Support Levels & Escalation Pathways

WRG Business Analysts
wrg-support@med.cornell.edu
Level 3

OSRA Staff
Skype/Zoom Meetings

WRG Support Analysts
ITS Helpdesk Escalation
Level 2

ITS Helpdesk - x64878 - WRG Extension
Available 7am to 7pm
Level 1

WRG-SP USER
Support Levels & Escalation Pathways

WRG Business Analysts
wr-g-support@med.cornell.edu

OSRA Staff
Skype/Zoom Meetings

WRG Support Analysts
ITS Helpdesk Escalation

ITS Helpdesk - x64878 - WRG Extension
Available 7am to 7pm

WRG-SP USER

Level 3

Level 2

Level 1
Support Levels & Escalation Pathways

WRG SP USER

WRG Support Analysts
wrg-support@med.cornell.edu

ITS Helpdesk Escalation

ITS Helpdesk - x64878 - WRG Extension
Available 7am to 7pm

WRG Business Analysts

OSRA Staff
Skype/Zoom Meetings

Level 1

Level 2

Level 3
Support Levels & Escalation Pathways

WRG-SP USER

WRG Support Analysts
wrg-support@med.cornell.edu

ITS Helpdesk - x64878 - WRG Extension
Available 7am to 7pm

WRG Business Analysts
wrg-support@med.cornell.edu

OSRA Staff
Skype/Zoom Meetings

Specialized ITS Support

InfoEd Support
8am to 8pm

WRG Support Analysts
ITS Helpdesk Escalation

Level 1

Level 2

Level 3

Level 4
Internal escalation
FAQ Job Aid

FAQs based on current inquiries from beta and UAT feedback

Access
- Log in
- Visibility
- Edit Access
- Training

Functionality
- Common PD Inquires
- User Guides and Videos

- How do I access WRG?
- I cannot see the Sponsored Programs Tab in WRG
- How do I find my proposal?
- How do I edit my proposal?
- How do I edit my budget?
- How do I sign up for training?
- How do I change PIs on my proposal?
- How do I change project dates?
- I cannot release my salary
- I no longer see my proposal
## Reminder... Training Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Format</th>
<th>Length</th>
<th>Content</th>
<th>Audience</th>
</tr>
</thead>
</table>
| Basics                  | • Self-Paced video  
                          • Reference guide                       | 40 Mins | System Overview and Proposal Development   | All Research Admin Personnel      |
| Budget Tool             | • In-Person training  
                          • Supplementary takeaway material        | 2 Hours | Budget Template and Functions               | All Research Admin Personnel      |
| **(Pre-requisites: Basics)** |                              |         |                                            |                                   |
| Approvals               | • Self-Paced video  
                          • Reference guide                       | 14 Minutes | System Overview and Review & Approval Process | Dept. Admins and Delegates        |
| Coming Soon Proposal Tracking | • Self-Paced video  
                             • Reference guide                       | 30 Minutes | Proposal Tracking and Workflow              | All Research Admin Personnel      |
## Recent Community Engagement

<table>
<thead>
<tr>
<th>Topic</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Admin Systems Steering Committee</td>
<td>July 27&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Town Hall Presentation (Morning)</td>
<td>November 3&lt;sup&gt;rd&lt;/sup&gt;</td>
</tr>
<tr>
<td>Town Hall Presentation (Evening)</td>
<td>November 15&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td><a href="http://intranet.weill.cornell.edu/wrg/sp/facultytownhall/">Town Hall Presentation</a></td>
<td>Video</td>
</tr>
<tr>
<td>Proposal Development (PD) Focus Group</td>
<td>November 18&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Executive Faculty Council (EFC)</td>
<td>January 12&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Research Admin Systems Steering Committee</td>
<td>January 25&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td><strong>Email Communication to All Faculty</strong></td>
<td>May 4th</td>
</tr>
<tr>
<td><strong>Department Administrator Meetings</strong></td>
<td>February 1&lt;sup&gt;st&lt;/sup&gt; &amp; May 3&lt;sup&gt;rd&lt;/sup&gt;</td>
</tr>
<tr>
<td><strong>Email Communication to Chairs</strong></td>
<td>Coming Soon</td>
</tr>
</tbody>
</table>
Resources

Watch our brief introductory video

- View our Faculty Town Hall, here: http://intranet.weill.cornell.edu/wrg/sp/facultytownhall/

- Read our pamphlet, here: https://its.weill.cornell.edu/sites/default/files/sponsored_programs_brochure.pdf

- Our approvals training video and other guides are available here: https://its.weill.cornell.edu/guides/wrg-sponsored-programs-guides
Thank You

Questions and comments may be sent to wrg-support@med.cornell.edu