Weill Cornell Medicine

# 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**

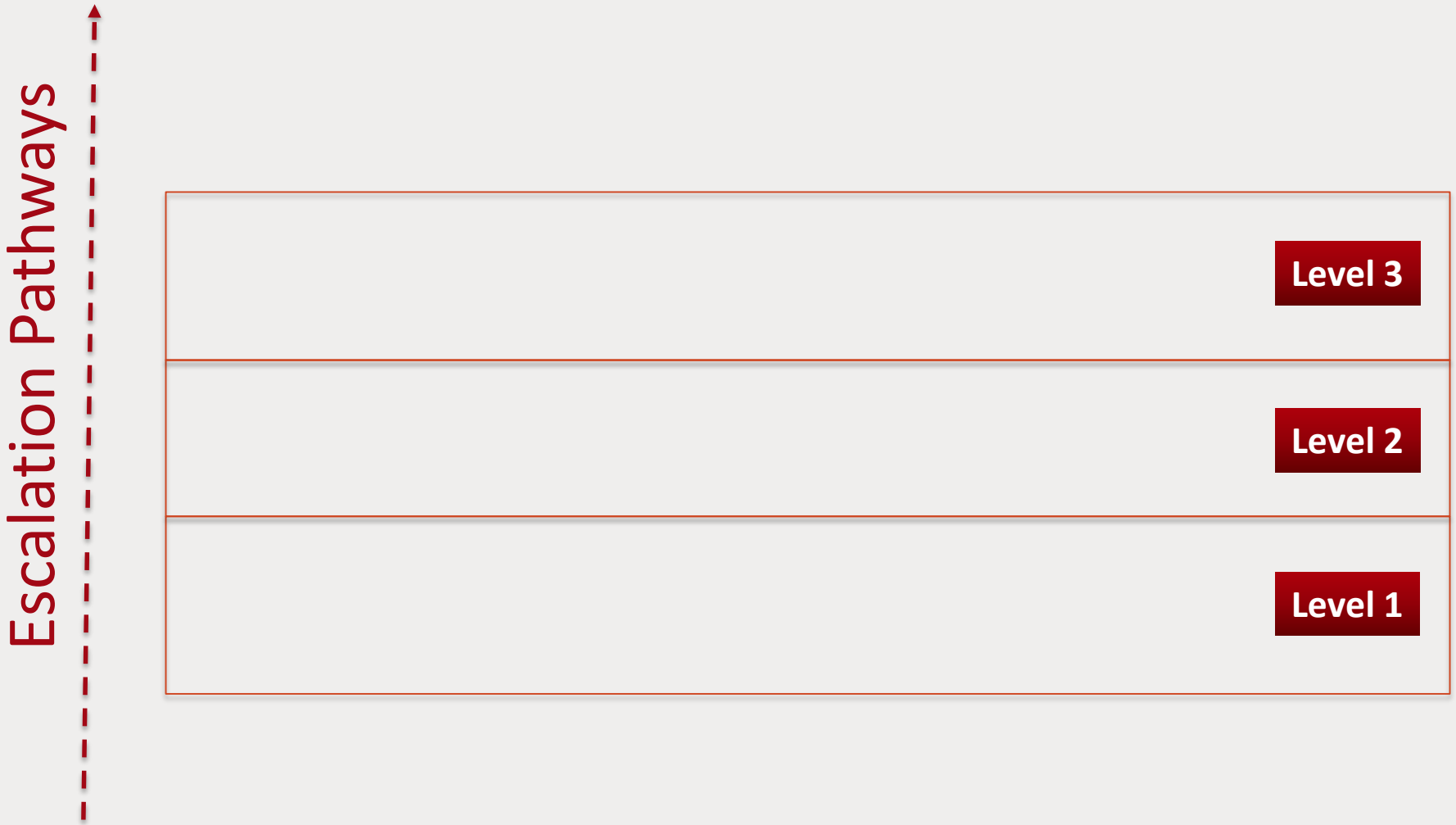
# Preparing for Go-Live Next Steps

System Access June 12th

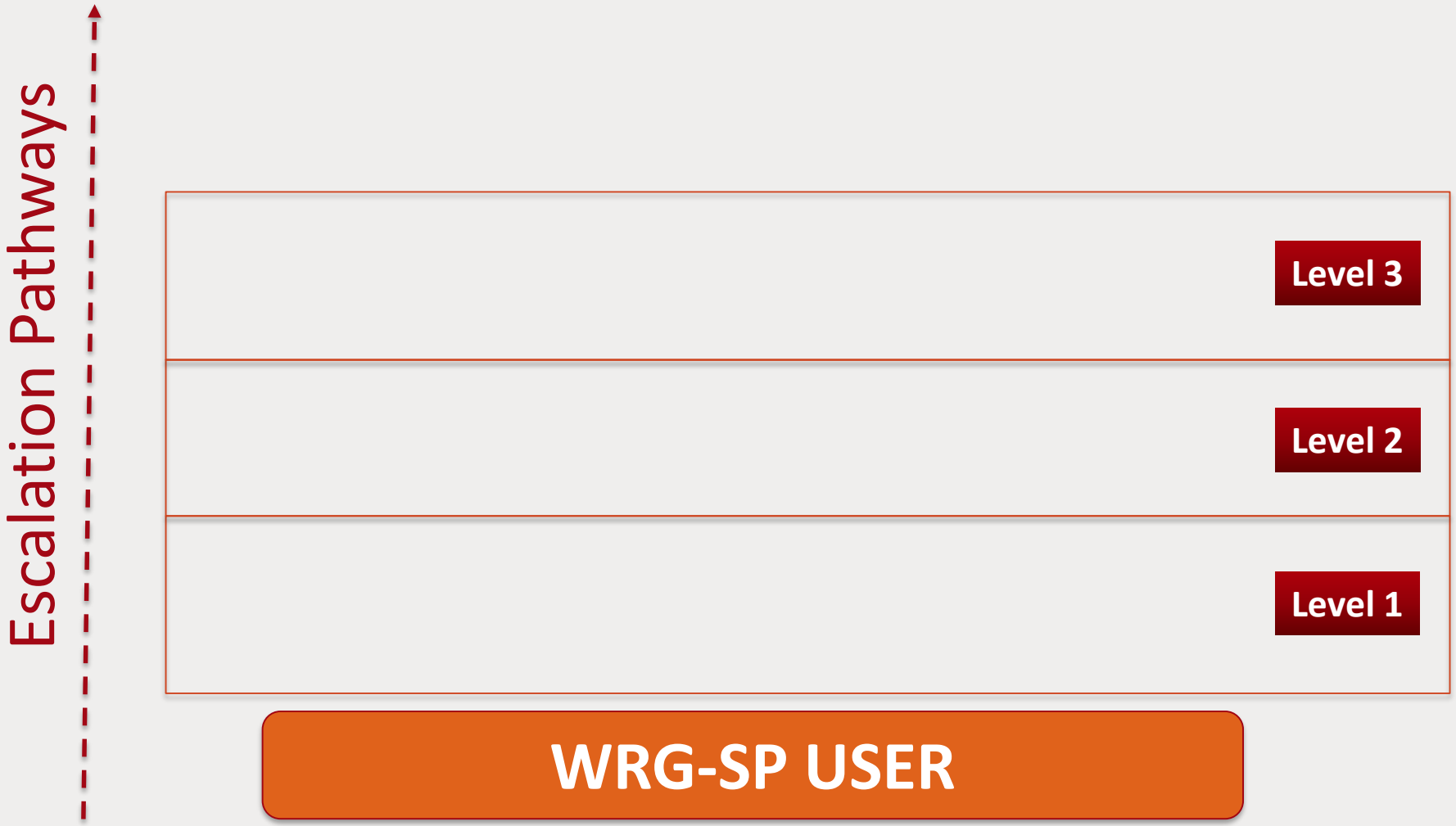
- Complete WRG-SP module access survey
- Receive confirmation email and training sessions
- Complete assigned trainings
- Access provisioned in 3 to 5 days
- Confirm access before starting submissions

| May 5th | May 12th | May 26th | May 31st | June 6th |
|---|---|---|---|---|
| Complete access survey | Receive email & enrolment in training | Complete assigned training | Access provisioned in 3 to 5 days | Confirm access before starting submissions |

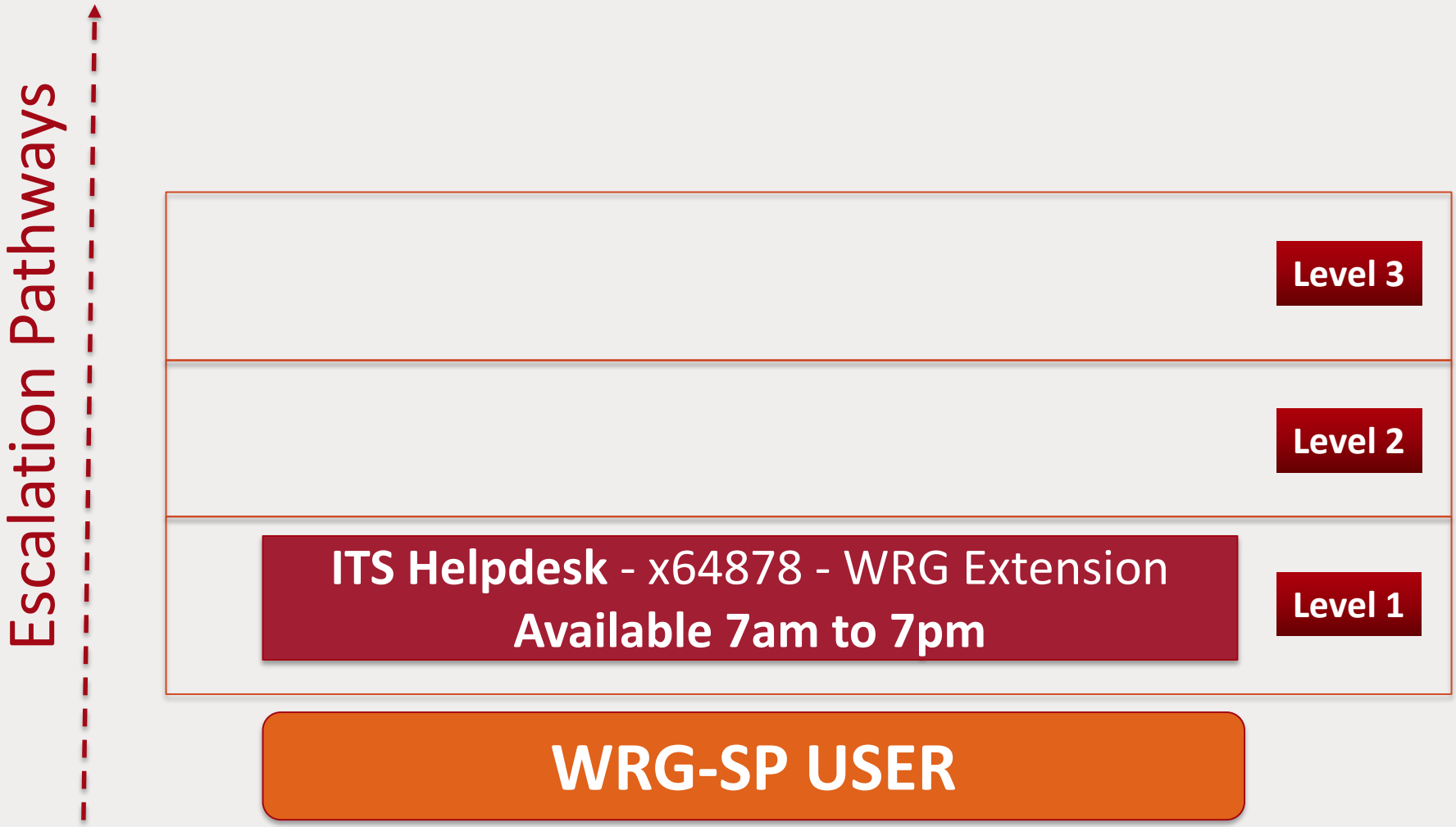
# Support Levels & Escalation Pathways



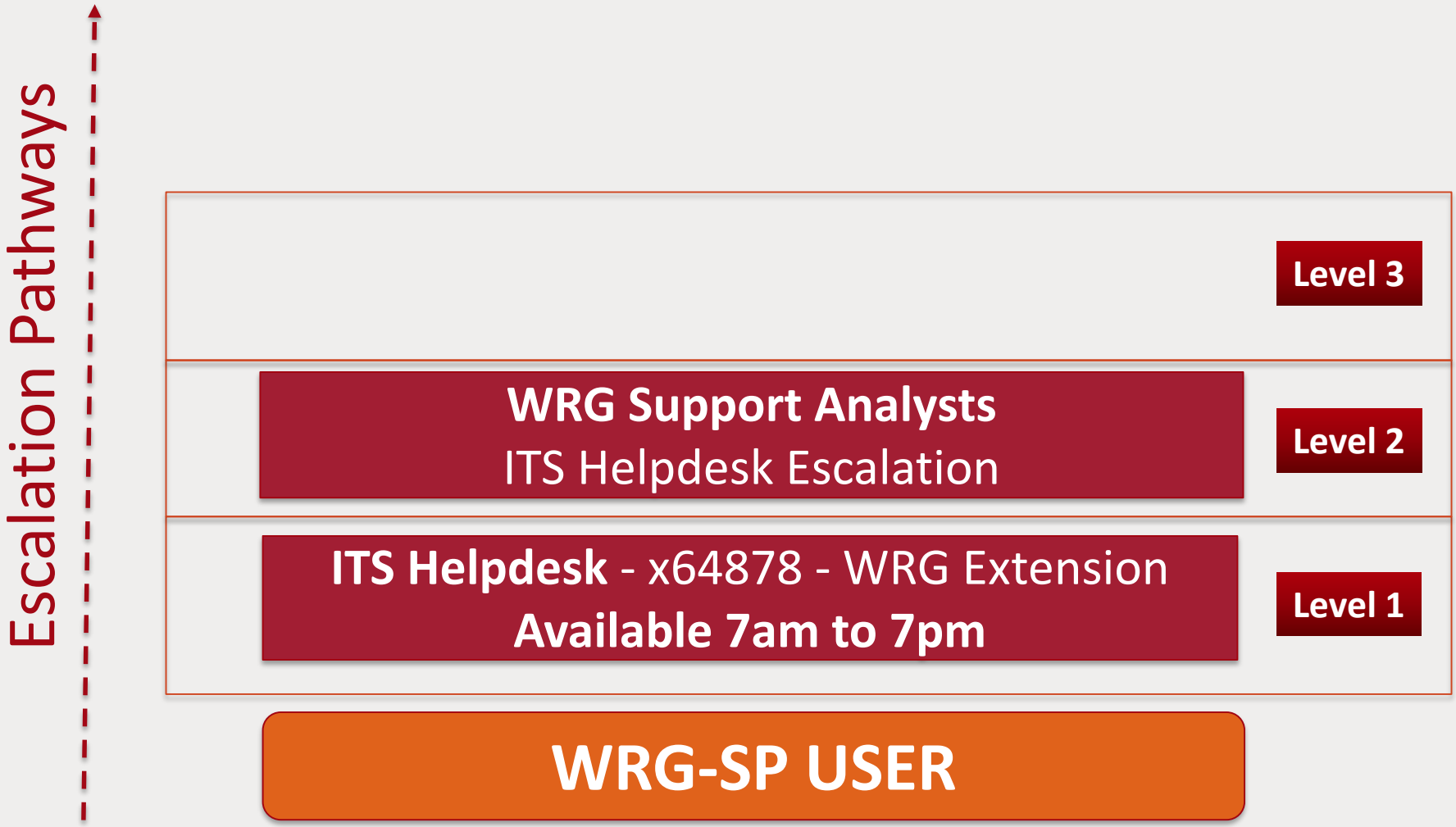
# Support Levels & Escalation Pathways



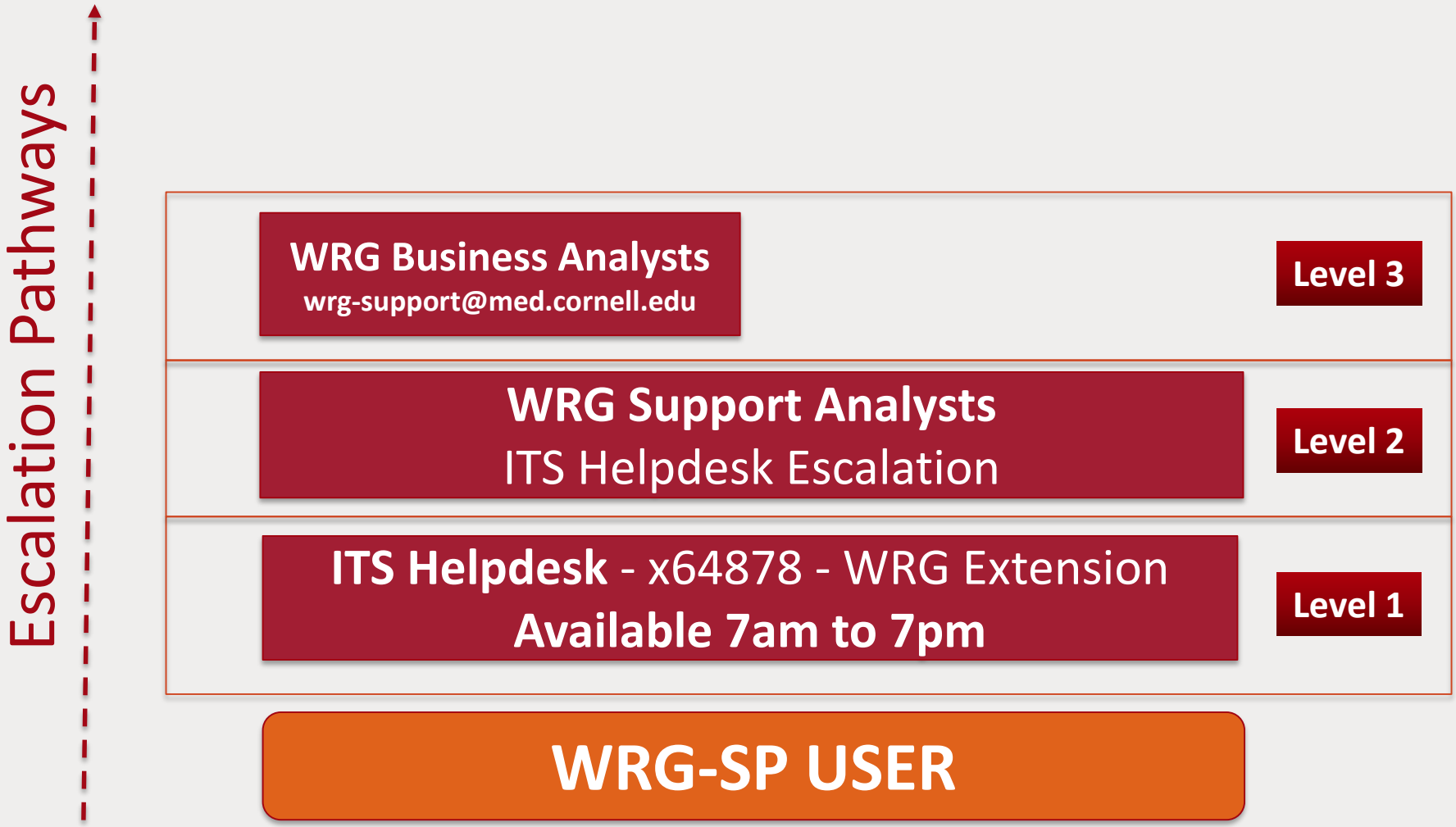
# Support Levels & Escalation Pathways



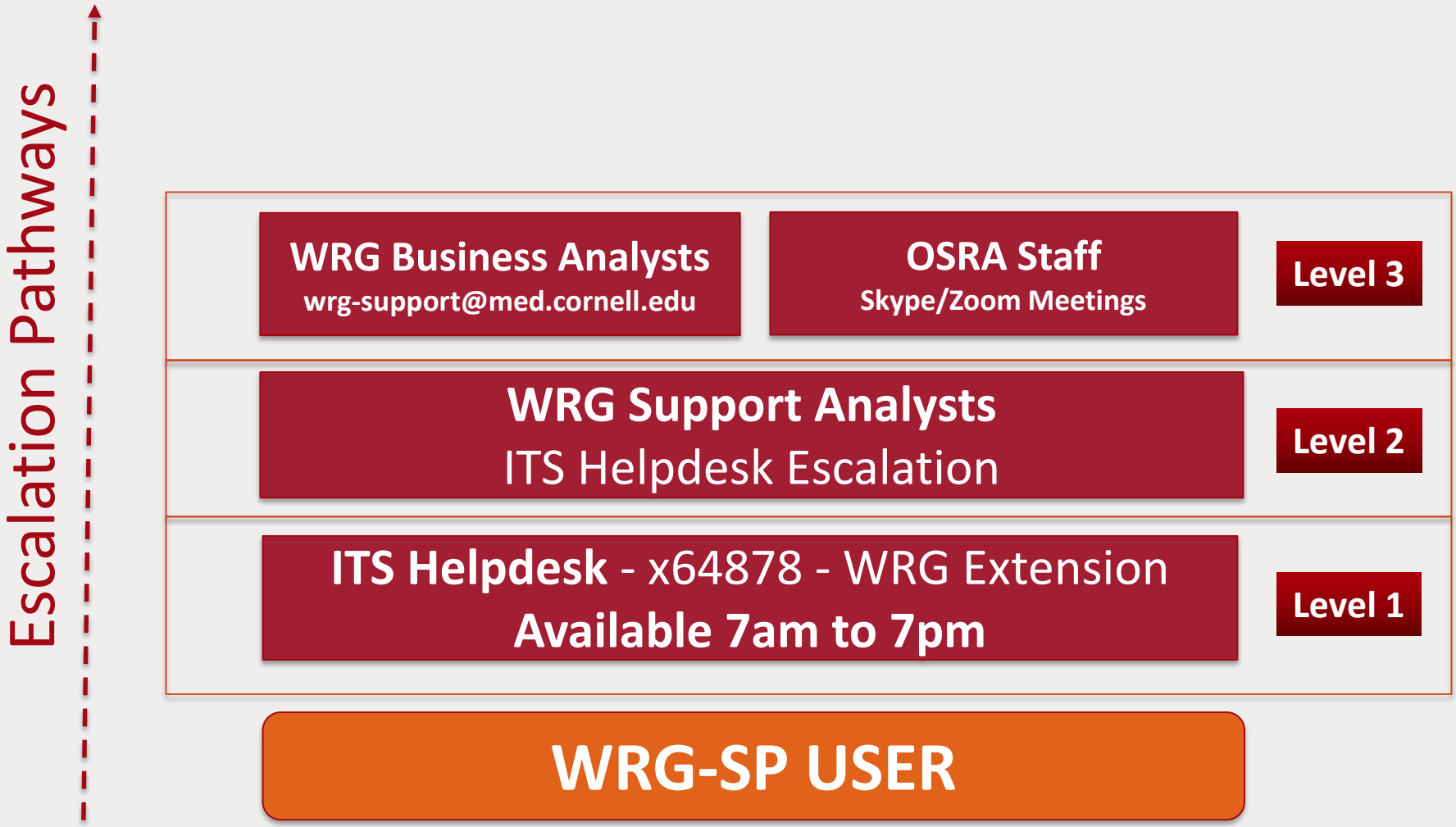
# Support Levels & Escalation Pathways



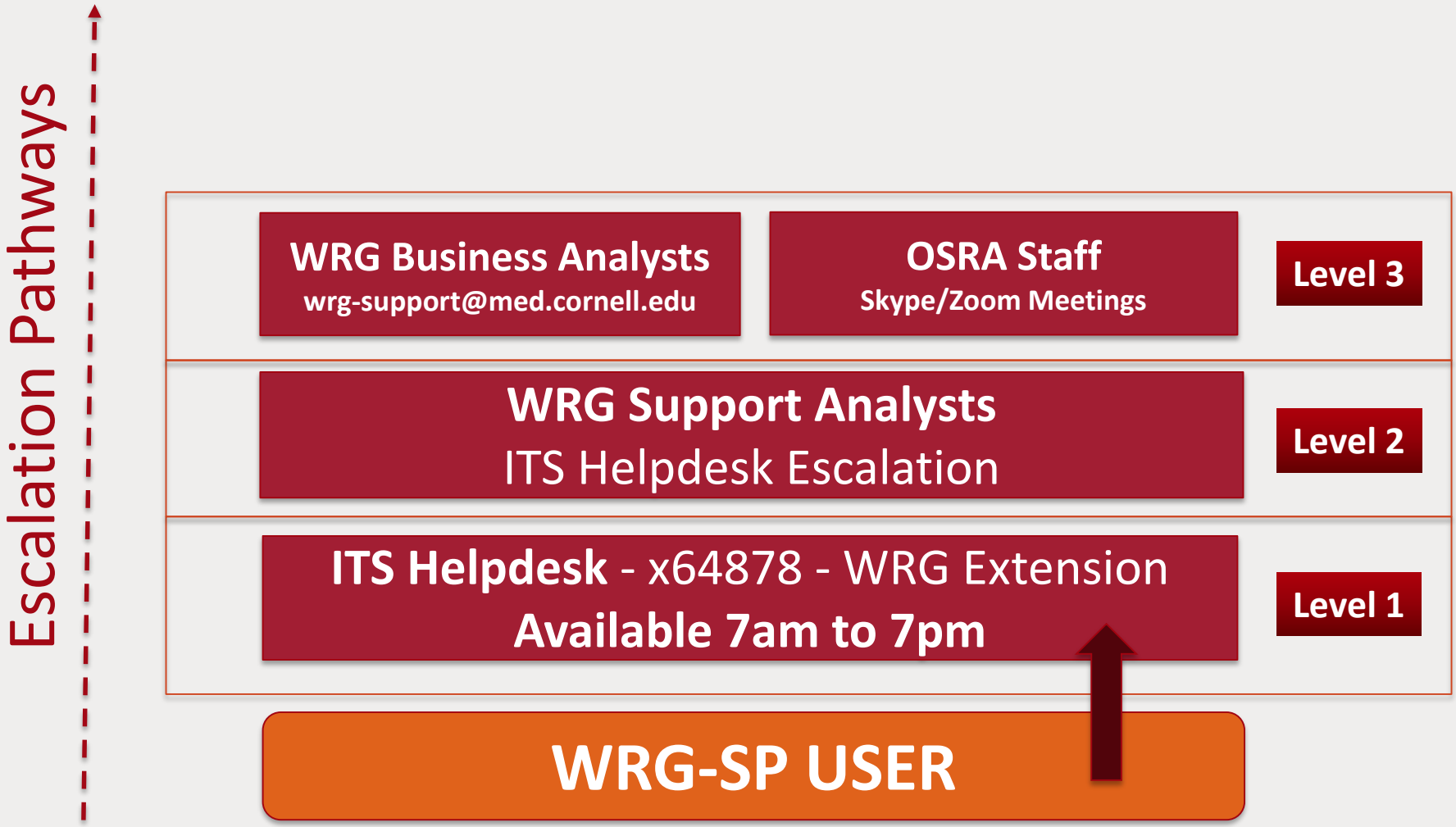
# Support Levels & Escalation Pathways



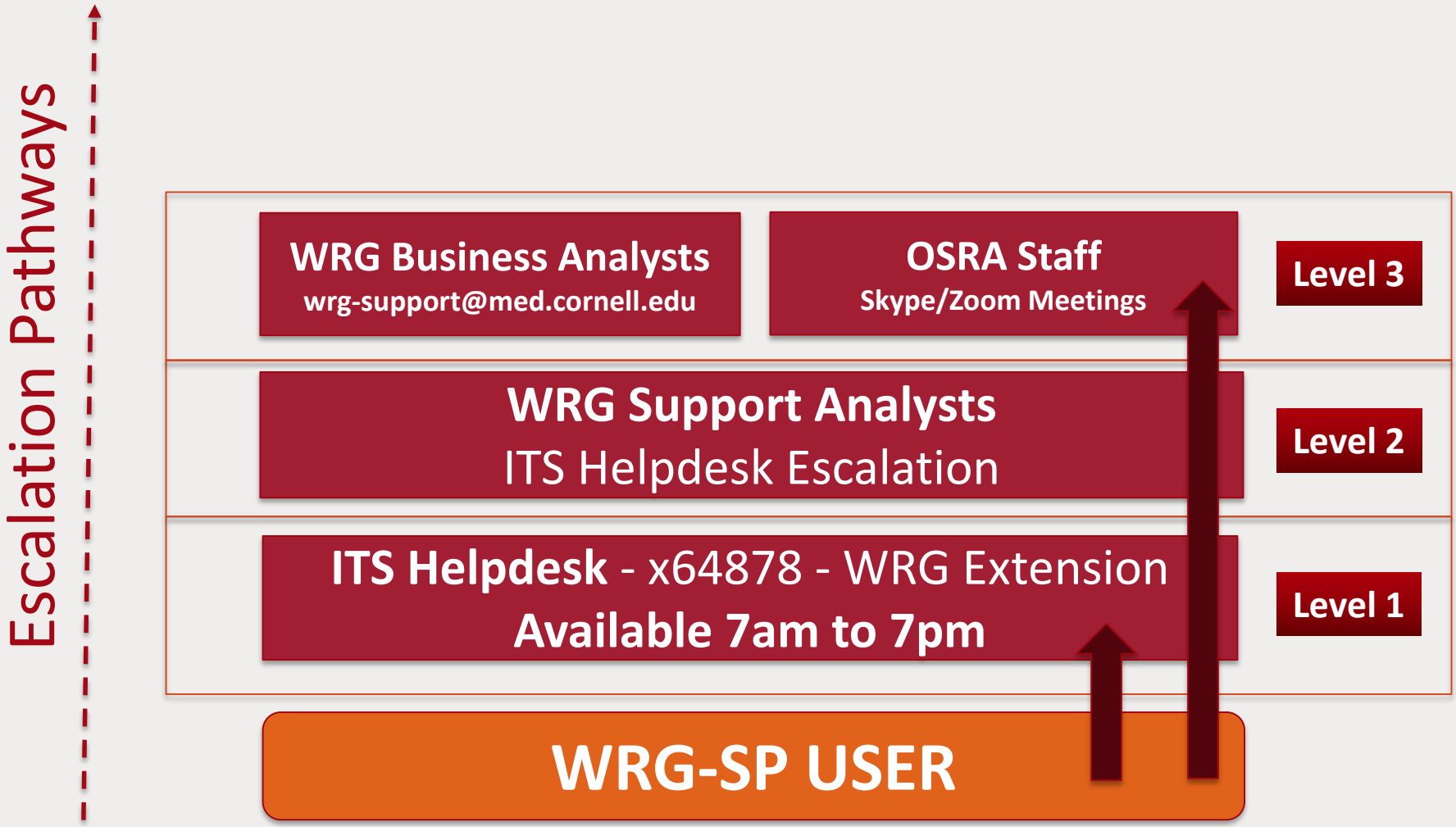
# Support Levels & Escalation Pathways



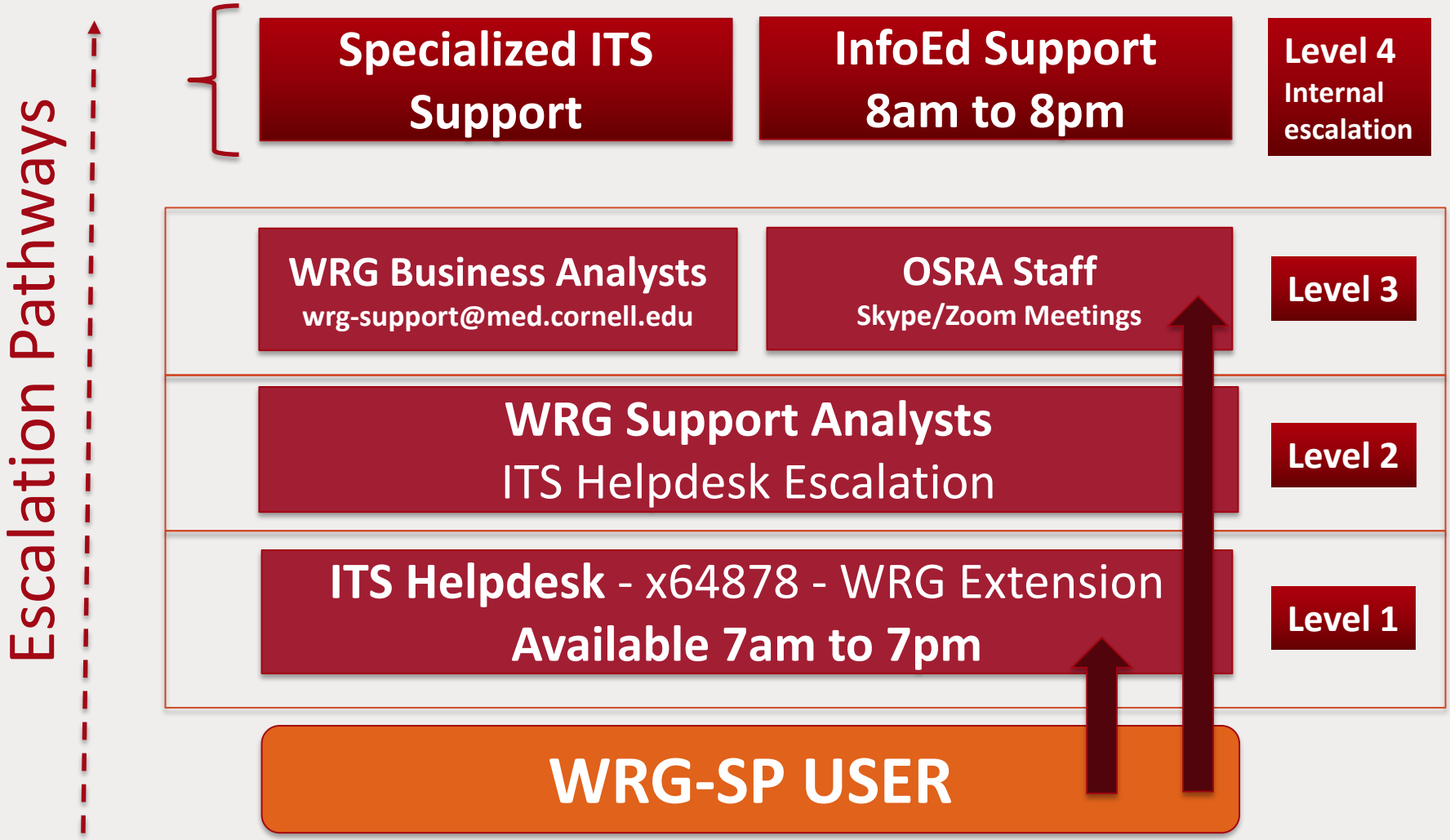
# Support Levels & Escalation Pathways



# Support Levels & Escalation Pathways



# Support Levels & Escalation Pathways



# 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

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

# Recent Community Engagement

| Topic | Date |
|---|---|
| Research Admin Systems Steering Committee | July 27th |
| Town Hall Presentation (Morning) | November 3rd |
| Town Hall Presentation (Evening) | November 15th |
| Town Hall Presentation (http://intranet.weill.cornell.edu/wrg/sp/facultytownhall/) | Video |
| Proposal Development (PD) Focus Group | November 18th |
| Executive Faculty Council (EFC) | January 12th |
| Research Admin Systems Steering Committee | January 25th |
| **Email Communication to All Faculty** | **May 4th** |
| **Department Administrator Meetings** | **February 1st & May 3rd** |
| **Email Communication to Chairs** | **Coming Soon** |

# 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