Request access to the research safety module (WRG-RS)?

KB0012653 - https://wcmcprd.service-now.com/kb view.do?svsparm article=KB0012653

Introduction

This article briefly describes how to request access to the Research Safety Module in Weill Research Gateway (WRG-RS) and answers the following questions:

- How do I gain access to Research Safety (WRG-RS)?
- Why can't I access WRG-RS?

Procedure

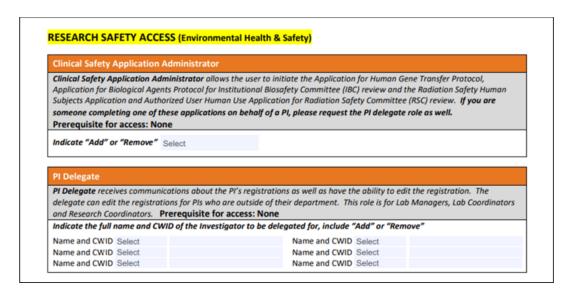
To receive access to the WRG-RS (Research Safety) module, a Department Administrator (DA) will need to complete and submit the WRG Departmental Access Request Form. The DA can follow the steps below:

1. Download the form here.

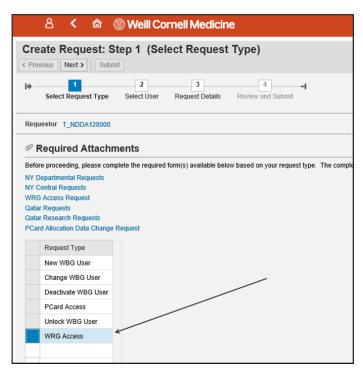
Note: Clicking the link will download a PDF version of the form.



- Enter the Employee Name and Employee CWID for the employee who requires access.
- 3. Scroll to the section labeled **RESEARCH SAFETY ACCESS (Environmental Health & Safety)**
- 4. Select *Add* for **Clinical Safety Application Administrator** access or request access to be a PI Delegate or both.



- a. Clinical Safety Application Administrator Access will provide access to initiate and edit IBC Human Gene Transfer Applications, IBC Biological Agents Applications, Radiation Safety Human Subjects Applications, and Authorized User Human Use Application for Radiation Safety Committee. If you are completing the form on behalf of a PI, request the PI Delegate access as well and identify the PIs so you can locate the record.
- b. **PI Delegate** will provide access to locate records for a particular PI.
- Once the form is completed and saved, open Weill Business Gateway (http://wbg.weill.cornell.edu).



6. Navigate to and complete the standard GRC access request process selecting **WRG Access** as the **Request Type**