

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

KB0012653 - https://wcmcpd.service-now.com/kb_view.do?sysparm_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.

WRG Departmental Access Request Form	
Employee Name:	Employee CWID:

2. 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.

RESEARCH SAFETY ACCESS (Environmental Health & Safety)

Clinical Safety Application Administrator			
<i>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.</i> Prerequisite for access: None			
Indicate "Add" or "Remove" Select			
PI Delegate			
<i>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</i>			
Indicate the full name and CWID of the Investigator to be delegated for, include "Add" or "Remove"			
Name and CWID	Select	Name and CWID	Select
Name and CWID	Select	Name and CWID	Select
Name and CWID	Select	Name and CWID	Select

- 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.
5. Once the form is completed and saved, open Weill Business Gateway (<http://wbq.weill.cornell.edu>).

Create Request: Step 1 (Select Request Type)

< Previous Next > Submit

1 Select Request Type 2 Select User 3 Request Details 4 Review and Submit

Requestor

Required Attachments

Before proceeding, please complete the required form(s) available below based on your request type. The complete list of required forms is available in the Request Details section.

[NY Departmental Requests](#)
[NY Central Requests](#)
[WRG Access Request](#)
[Qatar Requests](#)
[Qatar Research Requests](#)
[PCard Allocation Data Change Request](#)

Request Type
☐ New WBG User
☐ Change WBG User
☐ Deactivate WBG User
☐ PCard Access
☐ Unlock WBG User
☒ WRG Access

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