
NYP Personnel and WRG Access: Guidance for Researchers

For access to WRG: WRG-Support will need to update the NYP personnel profile in order to activate their WRG account. This provides basic access which will allow them to edit their Conflicts Survey and view any protocols which they are a part of. If "Edit" access will be required for any modules other than Conflicts of Interest, WRG-support can have a WCM Learning Management account created for them if it hasn't been done already.

You can create this request at *MyHelpdesk/Requests/General Request* by following the link below:

https://wcmcpd.service-now.com/myhelpdesk?id=sc_cat_item&sys_id=7c81b0b41302f70037507b104244b047

For additional access to any modules in WRG: A department administrator (DA) will need to submit a WRG Departmental Access Request form. This can be found at <http://its.weill.cornell.edu/how-to/forms>. The DA will need to submit this as a GRC request in WBG.

Notes:

- Employees of New York Presbyterian Hospital/Weill Cornell Medicine (only pharmacists, nurses, dieticians) can serve as PIs on protocols, except clinical trials that include an intervention with human subjects. If the PI does not fall under any of these three categories, please follow up with the IRB office or the Institutional Officer (IO) for further guidance.
- For NYP employees, a role may not present for the DA to submit the GRC Request. In the case of NYP Pharmacists, the WCM Office of Affiliations will need to submit an identity request so they can affiliate them to the NYP Pharmacy organizational structure within WCM. You may contact WRG-support or the Office of Affiliations to begin this process.

Contacts:

- **WRG-support**
wrg-support@med.cornell.edu
- **Office of Affiliations**
<https://weill.cornell.edu/our-story/contact-weill-cornell-medicine>
(212) 746-4030
- **IRB office**
irb@med.cornell.edu
(646) 962-8200
- **Institutional Officer (IO)**
Timothy Wilkin, M.D. MPH
Institutional Official for Human Research Protections
tiw2001@med.cornell.edu
(212) 746-7202