Annual Conflicts Survey
Quick Reference Guide

You are required to update your Conflicts Survey any time you develop a financial relationship related to your institutional responsibilities at Weill Cornell Medicine. Any new relationships must be reported through the Conflicts Survey within 30 days of acquiring them. If you have no relationships to report, you must still certify once a year.

Quick Instructions

1) Log on to the Weill Research Gateway at http://wrg.weill.cornell.edu
   a. Enter your CWID and password.
2) Select the Conflicts of Interest tab from the left navigation menu.
3) Select Update from the menu.
4) Select the Create Conflicts Survey button.
   a. This button may read Recertify/Update Conflicts Survey if you've previously completed one.
5) Read the Policy, Survey Instructions, and Examples.
6) Answer the two Primary Questions.
7) Click the Completed checkbox.

While most people at WCMC will not have conflicts to report, answering Yes to the first question will require you to answer additional questions before officially submitting your survey -- you can skip ahead to Step 7 if this is the case.

If you answered No to both questions, verify the Cover folder has a green checkmark next to it and click the Submit button, located in the top right corner. You can view or print a confirmation of your survey by clicking the View Last Conflicts Survey button on the preceding screen.

8) If you answered Yes to the first Primary Question, you must enter information about your entities.
9) Click the Entities folder (Entities) to submit information about your conflicts.
10) Type the name of the Entity in the text entry field, select from the dropdown menu.
11) Click the Add button.
12) On the Entity Details page, provide answers to the series of questions on the screen.
13) Under the Financial Interests section, you must provide specific information about the activity or interest you have with that entity.
   a. Who? – Specify who in your household this interest applies to.
   b. Type? – Select the option that describes the type of relationship you have with the entity.
   c. Value – Certain selections may require that you enter a dollar amount with your entity.
   d. Comments – Use this field to further describe any selections you made with an asterisk. (*)
   e. Click the Add Activity / Interest link at the top of the table to add any additional line items for this entity.
14) Under the Travel Section, if you answer Yes, you will have the option to be directed to the Travel Disclosure form.
   a. Opening the Travel Disclosure will open a new window, once you have completed the Travel Disclosure, return to the Conflicts Survey to complete it.
15) After entering the information, click the Completed checkbox at the top of the page.
   a. This will take you back to the Entities page. If you have additional entries to make you can repeat steps 9-12.
16) Click the Completed checkbox at the top of the page.
17) Click the Certification folder to continue.
18) Click the Completed checkbox.
19) Click the Submit button.

View the WRG Job Aid for more information and comprehensive instructions.