SSRs are used for capturing information on one’s external relationships in the context of a project and should be submitted at the time of a grant proposal or IRB application, and prior to release of an award.

Quick Instructions

1) Log on to the Weill Research Gateway at [http://wrg.weill.cornell.edu](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) Click the **Edit/Submit Study Specific Report (SSR)** button.
5) **Review** information about the Policy and Survey instructions.
6) Click the **Create New** button.
7) On the next page, click the **checkbox** to indicate that your Conflicts Survey is complete and accurate.
   a. Note: You must have a completed Conflicts Survey to proceed.
8) After clicking the checkbox, a list of questions comes up. Use the **dropdown** menu to select the related financial interests.
   a. The dropdown menu will contain entity-specific information disclosed in your recently submitted Conflicts Survey. If you do not see your entity, you must submit an updated Conflicts Survey.
9) Click the **Select** button.
10) **Provide answers** to the series of questions on the screen.
    a. Note: Additional fields may pop up when you answer certain questions. These are meant for you to clarify your answers or provide additional information relevant to the question.
    b. Under **Project Principal Investigator** – begin typing the name of your PI. As you type, a list of PIs will populate and you can make your selection.
    c. Make sure to click the **Select** button after highlighting your choice.
11) After entering all the information, scroll to the top of the page and click the **Completed** checkbox.
12) **Verify** the completion of your SSR details by noting the green checkbox.
13) Click the **Submit** button in the top right corner.

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