The PI and project team members will receive a confirmation email after:

submitting an event;

an event is returned to the project team for revision;

an event is re-submitted by the PI or a project team member.

An event will be returned to the research team if revisions are requested by University Research Services, Research Accounting or the University Biohazard Safety Officer.

An event may be re-submitted after the event has been revised.

An event that has been started, but not submitted, may be opened directly from the home page by clicking Prior to the upgrade, an event that started but not submitted was only accessible by locating the file from the Applications: Post Review link on the Research Portal homepage and then clicking the Events button. Now there is a direct link to the saved event.

Queens

Event Forms allow s a(ow)-2sellowFo8a(ow)-2ques-12(Fo-9(aw)-2 a)-endm o(Fo5(th)64(iw)-2r)S

By clicking on

There are six Event Forms available from the Create New Event table.
To create an event, click on one of the hyperlinks in the column.

This form can be completed and submitted by either the P.I. or a project team member in the following circumstances:

- Need to modify project title;
- P.I. was granted a project extension;
- Add/remove sponsor(s);
- Add/remove partner(s).

This form can be completed and submitted by either the P.I. or a project team member in the following circumstances:

Add/remove project team members;

This form is to be used to request changes to the study team members ONLY. If study team members will be performing significant study-related duties, have access to study data, or require access to the files/correspondence in TRAQ, they must be listed as a Project team member within the study files.

This form may be completed and submitted by either the P.I. or a project team member to add any of the following events under the main agreement:

Data Transfer/Access Agreement;
Equipment Loan Agreement;
License Agreement;
Master Agreement;
Material Transfer Agreement;
Memorandum of Understanding;
Network Agreement;
Non Disclosure Agreement;
Participating Centre Agreement;
Site Agreement;
Template Agreement.

PI submit a Research Accounting Form at the request of Research Accounting.

PI, and Research Assistant/Research Coordinator, will receive an email from Research Accounting instructing them to create the Research Accounting Form, download, complete and attach the Final Budget Template and the Signing Authority & Portal Access Form.

The Final Budget Template and the Signing Authority & Portal Access Form are available for downloading directly from the tab in the Research Accounting Form.

It is important to remember that, while any project team member can create and complete the Research Accounting Form event, the PI must be the one to click the submit button. If this event is not submitted by the PI, the event will be sent back by Research Accounting.

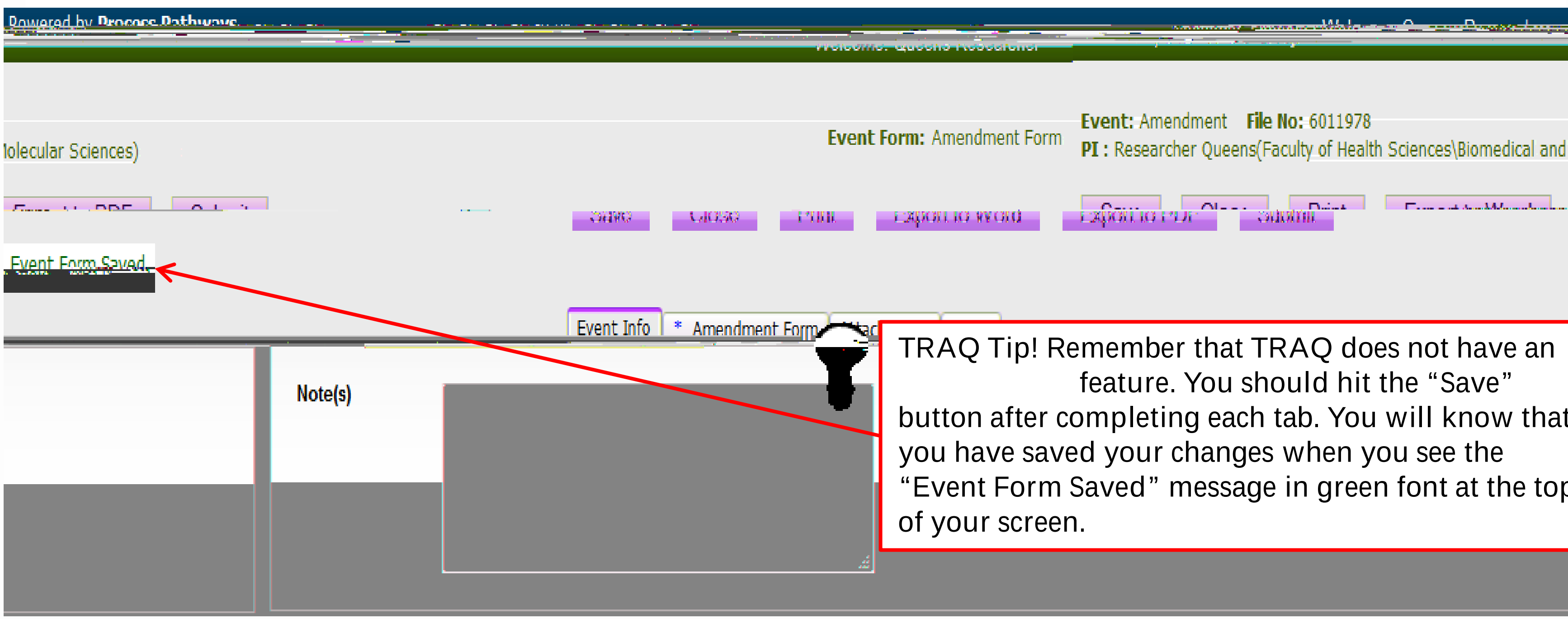
This event may be completed and submitted by either the PI or Research Coordinator when a PI wishes to transfer funds to an external co-applicant or co-investigator.

Please note that there must be one Transfer of Funds event for each transfer requested.

This event may be completed and submitted by the PI when a PI wishes to access funds before receiving

Events are short and simple to complete. Although each type of event has it's own set of questions and requirements, the process for completing and submitting any of the Awards Event Forms is the same.

The first tab – Event Info tab – does not contain any required question. However, PIs may use the 'Note(s)' textbox to enter any additional information, or messages, they wish to communicate to the Research Administrator, or to Research Accounting.



TRAQ Tip! Remember that TRAQ does not have an feature. You should hit the "Save" button after completing each tab. You will know that you have saved your changes when you see the "Event Form Saved" message in green font at the top of your screen.

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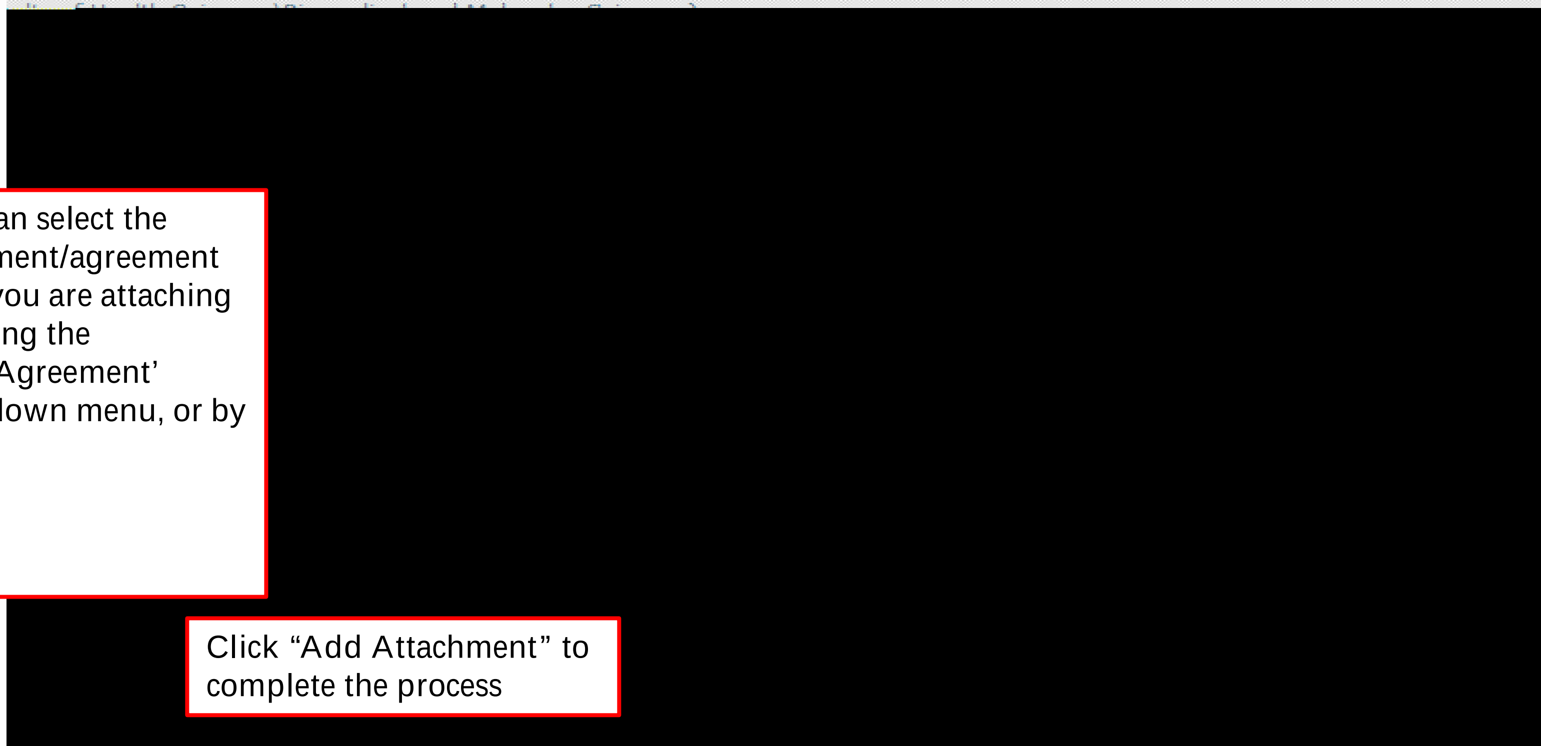
Researchers are able to attach document(s) to their Event Form. Users may upload multiple documents, provided that each individual attachment is no larger than 5MB. Attachments may be Word documents, Excel spreadsheets, JPEG files, PDFs, etc.

To add an attachment to your Event Form, navigate to the Attachments tab, and click on the button.



You can select the document/agreement type you are attaching by using the ‘Doc/Agreement’ dropdown menu, or by

Click “Add Attachment” to complete the process

The Research Accounting Event Form requires that the PI attach a copy of their final budget, as well as the completed Signing Authority Form.

The Budget Template and Signing Authority Portal Access form can be downloaded directly from the Attachments tab on the Research Accounting Form.

For more information on how to complete the budget template, please visit the Financial Services website.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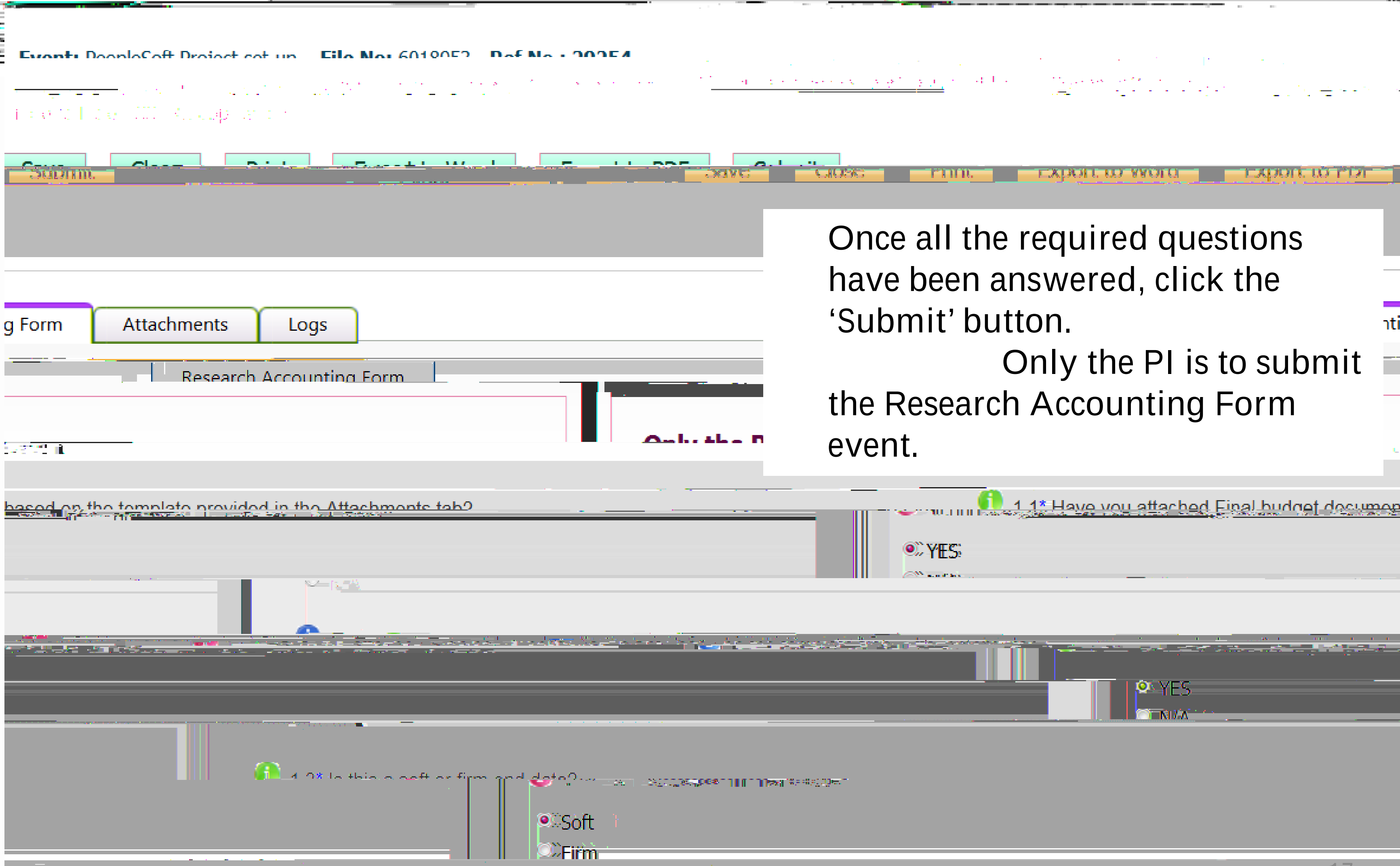
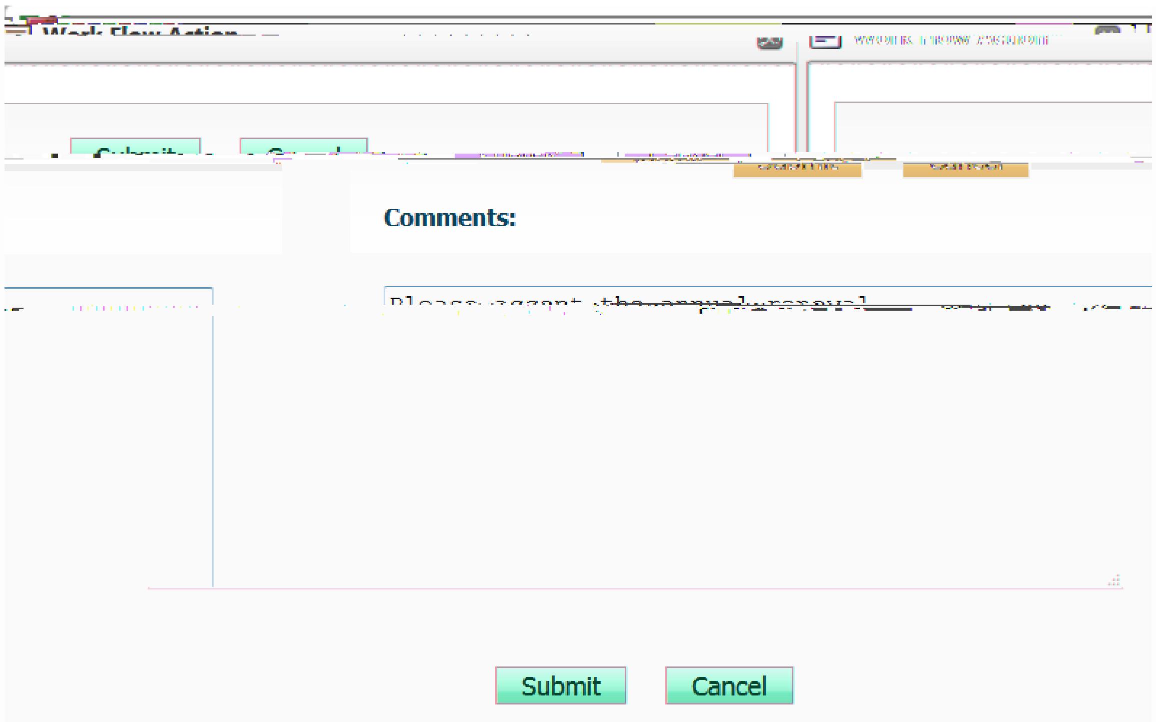


Once all the required questions have been answered, click the 'Submit' button. Only the PI is to submit the Research Accounting Form event.

Once all the required questions have been answered, the event has been saved and the Errors tab is no longer visible, click the button, enter a comment in the text box (see below), and click .

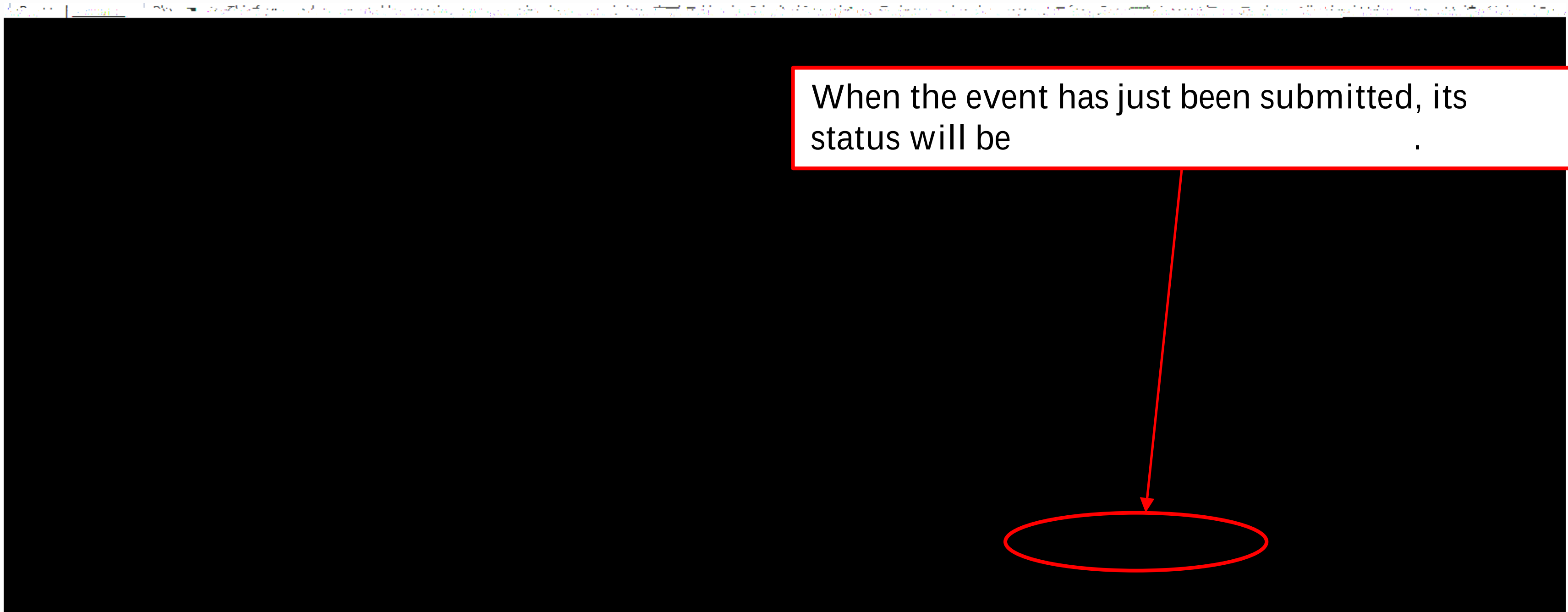
The event is immediately forwarded to the appropriate ethics office.



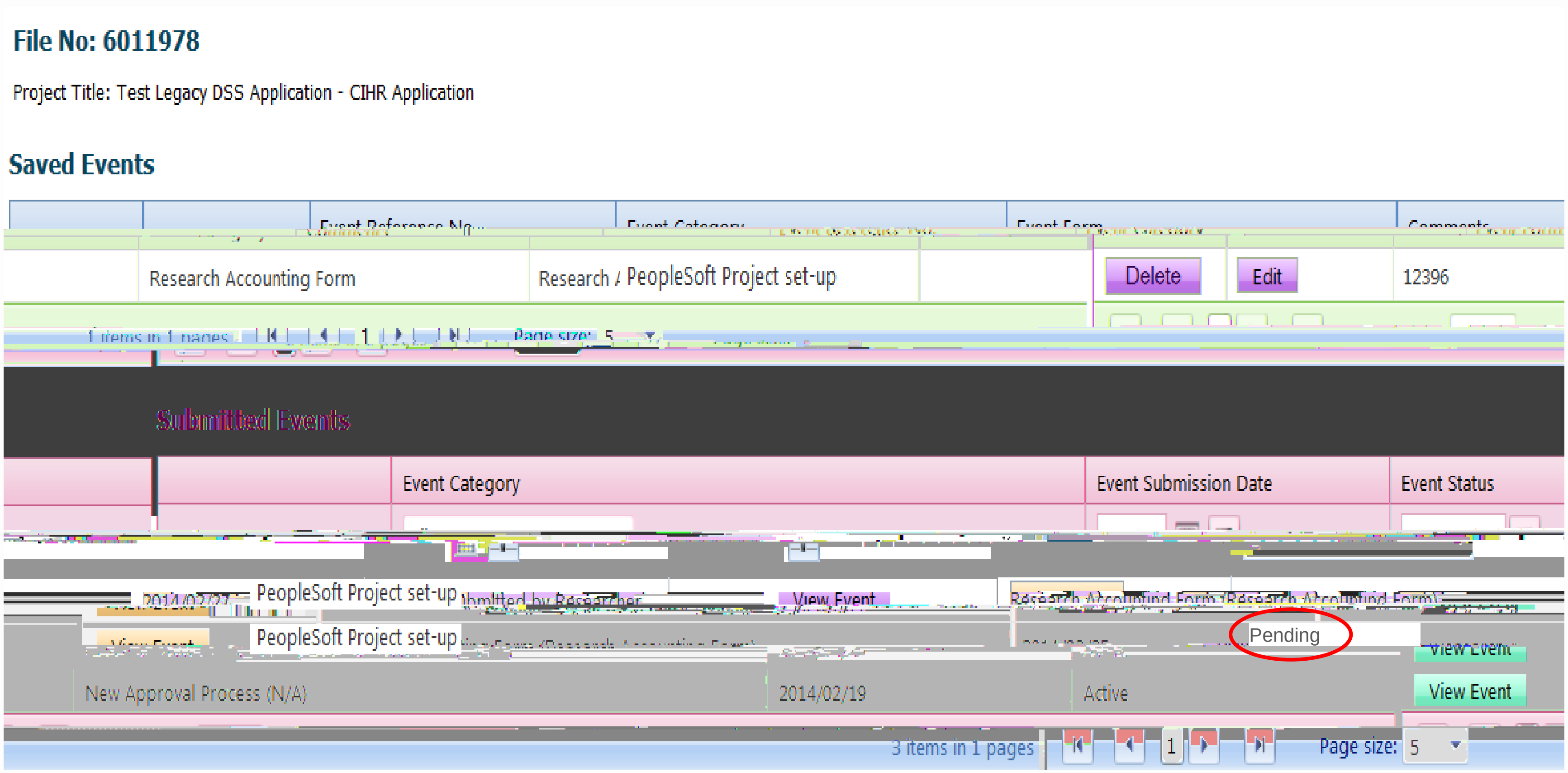
Once the event form has been submitted, it will move down to . You will be able to view the event but will no longer be able to edit it.

Events in will have a unique number preceded by the 7-digit file number.

Events or , the unique event number will change to a number preceded by the 7-digit file number.



Once the Event Form is under review the “Status” of the application will change from “Submitted by Researcher “ to “Pending”.

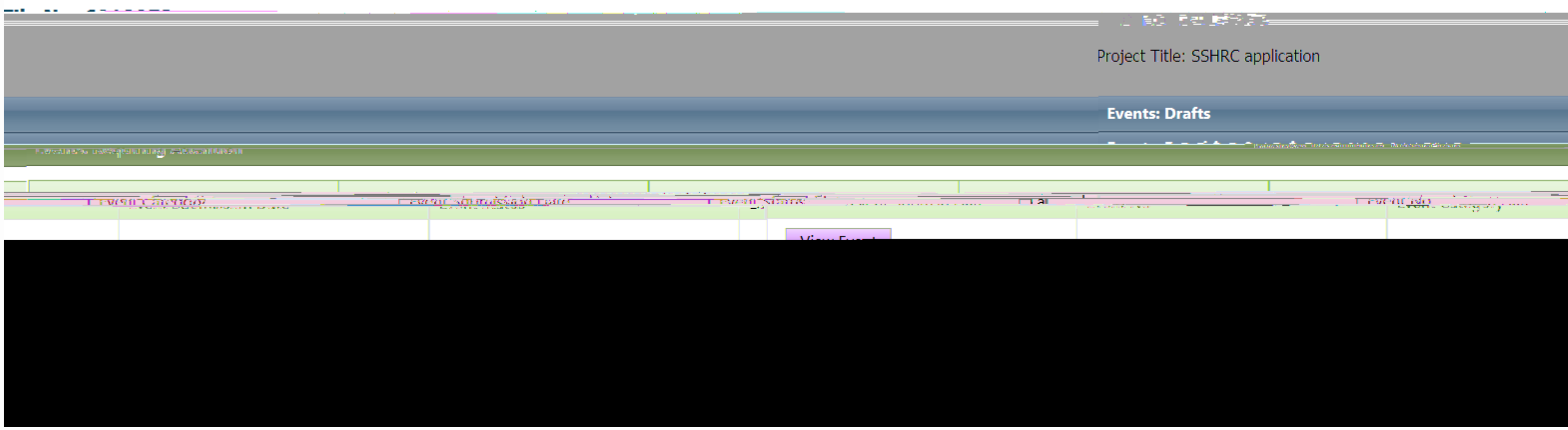


Once the Event Form has been reviewed, the event may be sent back to the research team for revisions.

If the event is sent back for revisions, the Role link will be expanded and the font for the link will be red with an asterisk. *

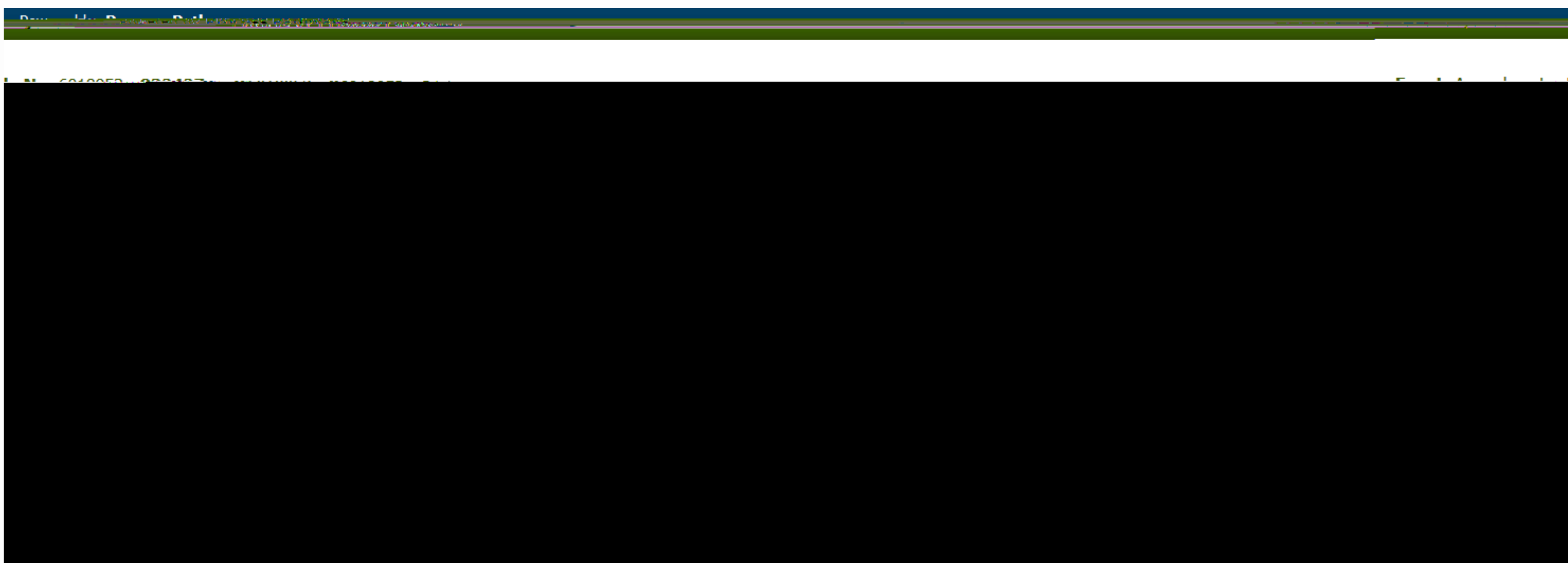
Click the button to the left of the file number.

When the event is open, click in order to make the requested change.



– Re-submitting an event is the same process as re-submitting a file. Note: only the PI is to the re-submit Research Accounting Form event.

Click the Re-Submit button and complete the Workflow comment text box.



Webform: to submit an issue to the TRAQ Help Desk;

Email: traq@queensu.ca or;

Phone: (613) 533-6000, ext. 78426.