



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 [here](#). 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.

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

QueerYS



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.

**Create New Event**

Event Form	Name	Description
	<a href="#">Amendment</a>	This form can be completed and submitted by either the Principal Investigator or a project team member to upload a Decision Notice as already created grant amendment or protocol such as modification, title changes.
	<a href="#">Change</a>	This form can be completed and submitted by either the Principal Investigator or a project team member to update any of the following: Principal Investigator, Project Title, Project Start Date, Project End Date, Project Budget, Project Description, Project Location, Project Status, Project Funding Source, Project Funding Amount, Project Funding Period, Project Funding Agency, Project Funding Reference Number, Project Funding Reference Title, Project Funding Reference URL, Project Funding Reference Contact Name, Project Funding Reference Contact Email, Project Funding Reference Contact Phone, Project Funding Reference Contact Address, Project Funding Reference Contact City, Project Funding Reference Contact State, Project Funding Reference Contact Country, Project Funding Reference Contact Zip, Project Funding Reference Contact Fax, Project Funding Reference Contact Website, Project Funding Reference Contact Other Information.
	<a href="#">Research</a>	Please note: This form can be prepared by a project team member but can only be submitted by the Principal Investigator. To be submitted, this form must be completed and submitted by either the Principal Investigator or a project team member to update any of the following: Principal Investigator, Project Title, Project Start Date, Project End Date, Project Budget, Project Description, Project Location, Project Status, Project Funding Source, Project Funding Amount, Project Funding Period, Project Funding Agency, Project Funding Reference Number, Project Funding Reference Title, Project Funding Reference URL, Project Funding Reference Contact Name, Project Funding Reference Contact Email, Project Funding Reference Contact Phone, Project Funding Reference Contact Address, Project Funding Reference Contact City, Project Funding Reference Contact State, Project Funding Reference Contact Country, Project Funding Reference Contact Zip, Project Funding Reference Contact Fax, Project Funding Reference Contact Website, Project Funding Reference Contact Other Information.
	<a href="#">Site Agreement</a>	This form can be completed and submitted by either the Principal Investigator or a project team member to update any of the following: Principal Investigator, Project Title, Project Start Date, Project End Date, Project Budget, Project Description, Project Location, Project Status, Project Funding Source, Project Funding Amount, Project Funding Period, Project Funding Agency, Project Funding Reference Number, Project Funding Reference Title, Project Funding Reference URL, Project Funding Reference Contact Name, Project Funding Reference Contact Email, Project Funding Reference Contact Phone, Project Funding Reference Contact Address, Project Funding Reference Contact City, Project Funding Reference Contact State, Project Funding Reference Contact Country, Project Funding Reference Contact Zip, Project Funding Reference Contact Fax, Project Funding Reference Contact Website, Project Funding Reference Contact Other Information.
	<a href="#">Site Agreement for Research</a>	This form can be completed and submitted by either the Principal Investigator or a project team member to update any of the following: Principal Investigator, Project Title, Project Start Date, Project End Date, Project Budget, Project Description, Project Location, Project Status, Project Funding Source, Project Funding Amount, Project Funding Period, Project Funding Agency, Project Funding Reference Number, Project Funding Reference Title, Project Funding Reference URL, Project Funding Reference Contact Name, Project Funding Reference Contact Email, Project Funding Reference Contact Phone, Project Funding Reference Contact Address, Project Funding Reference Contact City, Project Funding Reference Contact State, Project Funding Reference Contact Country, Project Funding Reference Contact Zip, Project Funding Reference Contact Fax, Project Funding Reference Contact Website, Project Funding Reference Contact Other Information.
	<a href="#">Site Agreement for Research and Education</a>	This form can be completed and submitted by either the Principal Investigator or a project team member to update any of the following: Principal Investigator, Project Title, Project Start Date, Project End Date, Project Budget, Project Description, Project Location, Project Status, Project Funding Source, Project Funding Amount, Project Funding Period, Project Funding Agency, Project Funding Reference Number, Project Funding Reference Title, Project Funding Reference URL, Project Funding Reference Contact Name, Project Funding Reference Contact Email, Project Funding Reference Contact Phone, Project Funding Reference Contact Address, Project Funding Reference Contact City, Project Funding Reference Contact State, Project Funding Reference Contact Country, Project Funding Reference Contact Zip, Project Funding Reference Contact Fax, Project Funding Reference Contact Website, Project Funding Reference Contact Other Information.

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.

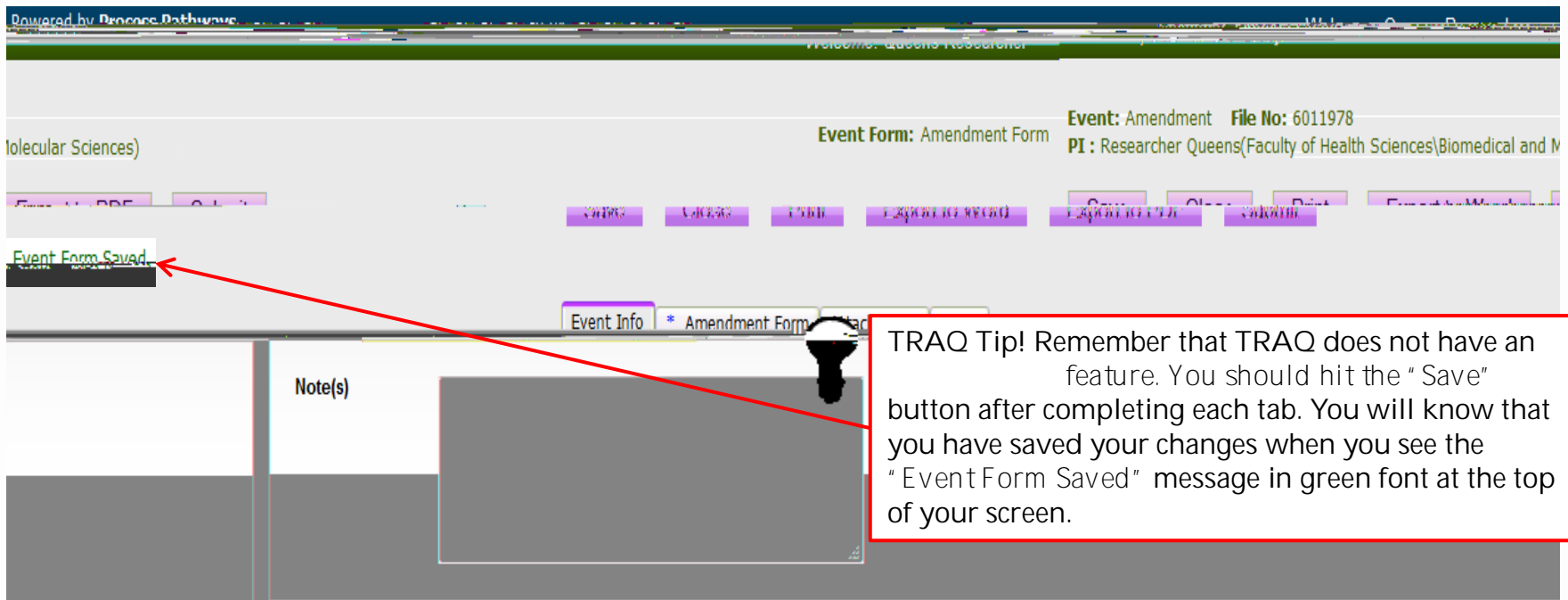
Please note that there must be one Transfer of Funds event for each transfer requested.

The logo for the University of Queensland, featuring the word "UNIVERSITY" in a stylized, blue, serif font above the word "QUEENSLAND" in a smaller, blue, sans-serif font. The logo is partially obscured by a large, colorful, horizontal glitch effect that spans the width of the slide.

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 its 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.



Powered by Process Pathways

Welcome, Queens Researcher

Molecular Sciences)

Event Form: Amendment Form    Event: Amendment    File No: 6011978  
 PI : Researcher Queens(Faculty of Health Sciences\Biomedical and M

Event Form Saved

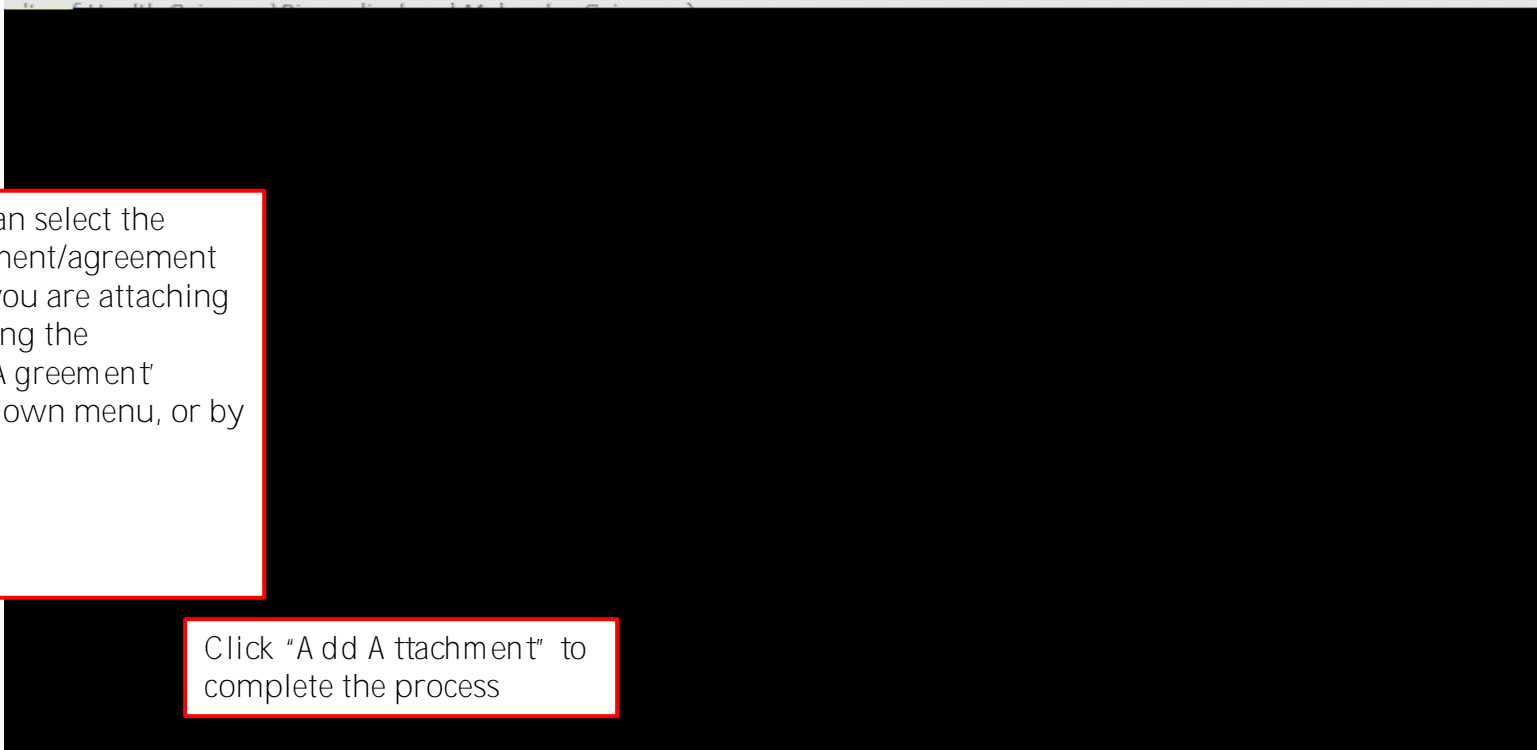
Event Info \* Amendment Form

Note(s)

**TRAQ Tip!** Remember that TRAQ does not have an auto-save 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.

Queerly

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.

A large black rectangular area representing a screenshot of the Attachments tab interface. Two red-bordered callout boxes are overlaid on the screenshot. The first callout box is on the left side, and the second callout box is at the bottom center.

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.



Queerly



Event: PeopleSoft Project set up File No: 6019052 Ref No: 30254

Event: PeopleSoft Project set up File No: 6019052 Ref No: 30254

Submit Clear Print Export to Word Export to PDF

g Form Attachments Logs

Research Accounting Form

Once all the required questions have been answered, click the 'Submit' button.

Only the PI is to submit the Research Accounting Form event.

based on the template provided in the Attachments tab?

1.13 Have you attached Final budget document?

YES

YES

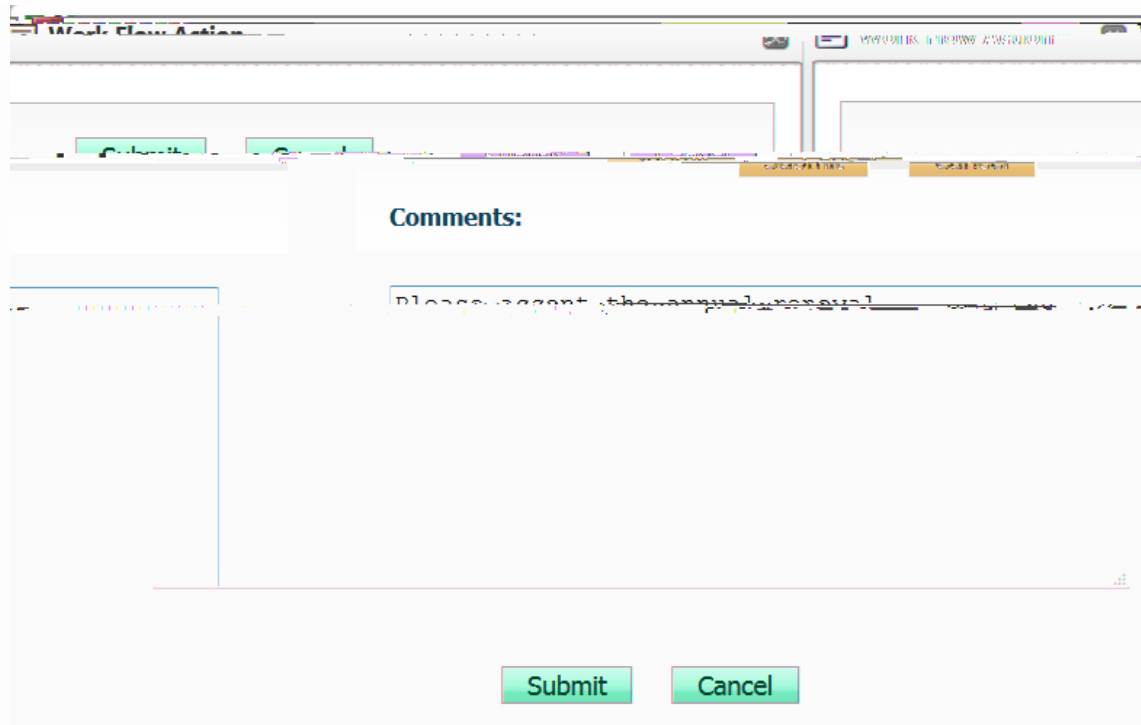
N/A

1.28 Is this a soft or firm and date?

Soft

Firm

Once all the required questions have been answered, the event has been saved and the **Errors** tab is no longer visible, click the **Submit** button, enter a comment in the text box (see below), and click **Submit**. The event is immediately forwarded to the appropriate ethics office.



Work Flow Action

Submit Cancel

Comments:

Please accept the annual renewal

Submit Cancel

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.

When the event has just been submitted, its status will be



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

**File No: 6011978**

Project Title: Test Legacy DSS Application - CIHR Application

**Saved Events**

Event Reference No.	Event Category	Event Form	Comments
Research Accounting Form	Research / PeopleSoft Project set-up	<a href="#">Delete</a> <a href="#">Edit</a>	12396

Event Category	Event Submission Date	Event Status
PeopleSoft Project set-up	2014/02/27	Submitted by Researcher
PeopleSoft Project set-up		Pending
New Approval Process (N/A)	2014/02/19	Active

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.

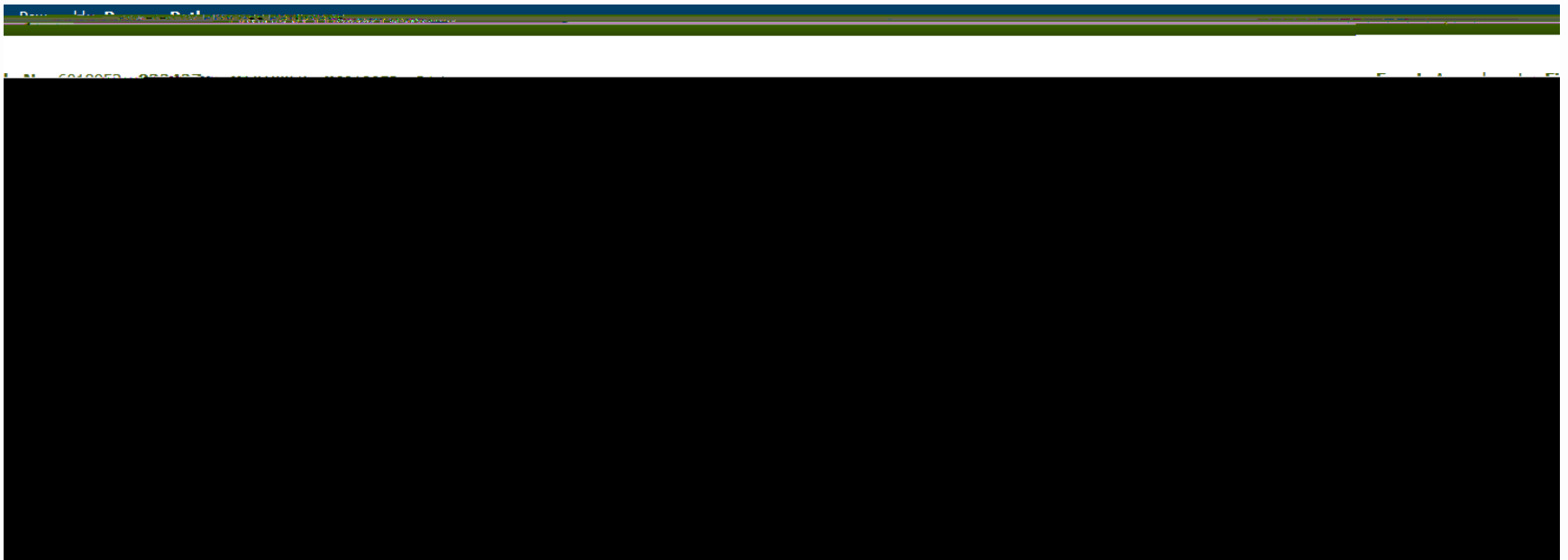
Click the  button to the left of the file number.

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](mailto:traq@queensu.ca) or;

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

