



Queens



Tools for



TRAQ

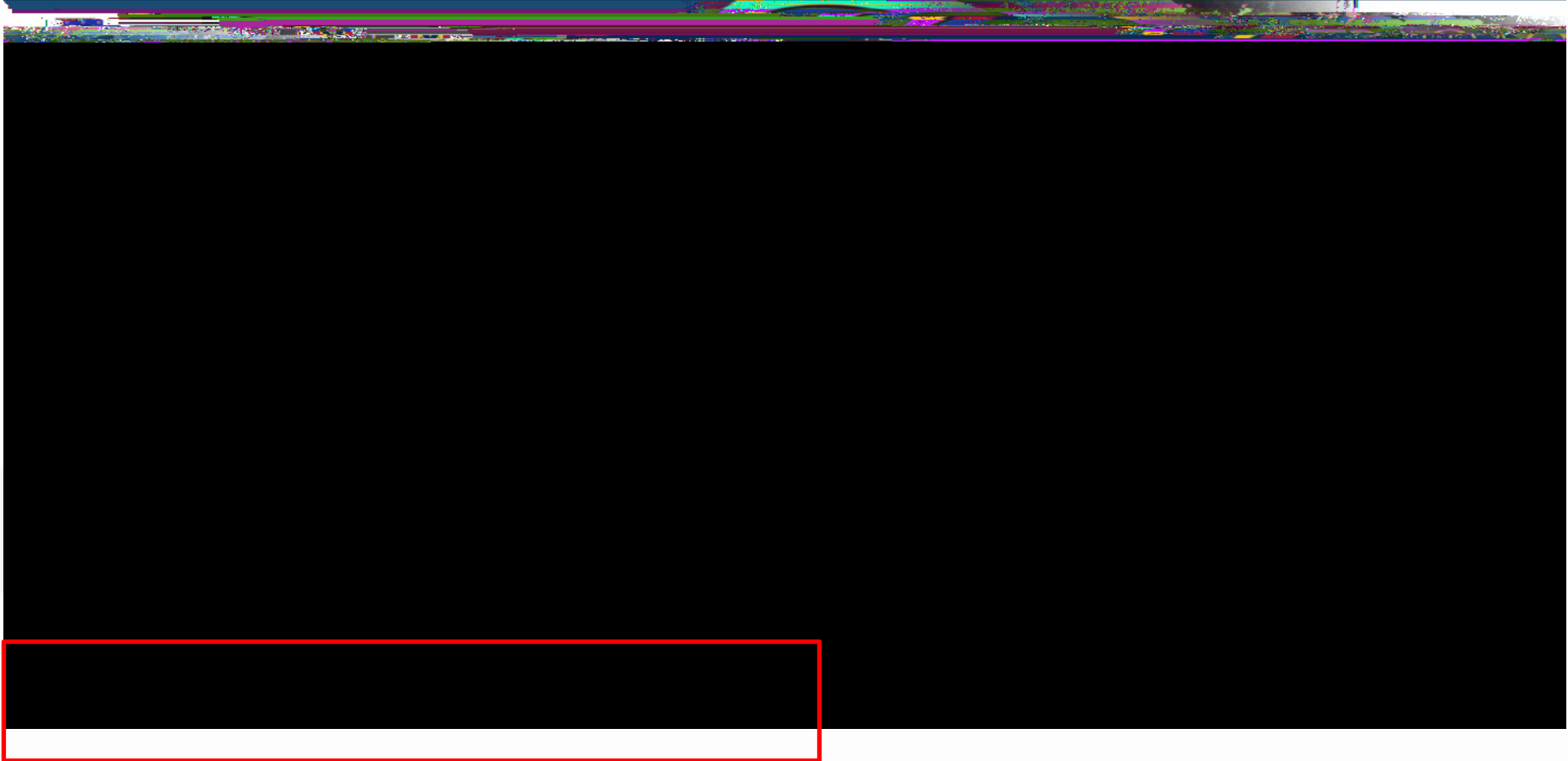
TRAQ – Awards Module

Reviewing TRAQ DSS Forms

Hospital Operational Directors - User Manual

- Hospital Operational Directors are required to review and approve hospital-based projects submitted through TRAQ DSS Forms.
- TRAQ DSS Forms that have been submitted by PIs are accessed through the TRAQ Researcher's Portal.
- You will receive an email notification whenever there is a TRAQ DSS Form awaiting your review. You will also receive a reminder email on Monday mornings drawing your attention to any applications still pending your review.
- Hospital Operational Directors with a Queen's email address (Queen's faculty & staff) should use their regular Queen's NetID and strong password* to log into the Researcher's Portal through the Single SignOn, or through [MyQueensU/SOLUS](#) portal.
- External users (with K H S C and Providence Care email addresses) will log into the Researcher's Portal through the [Post-Registration Login Site](#) using their full email address, as their username, and the password that was created during registration.

- Hospital Operational Directors will have at minimum three roles on their homepage: Principal Investigator, Project Team Member, and Custom Signing Authority. Any TRAQ DSS Form awaiting your approval will be available under _____.



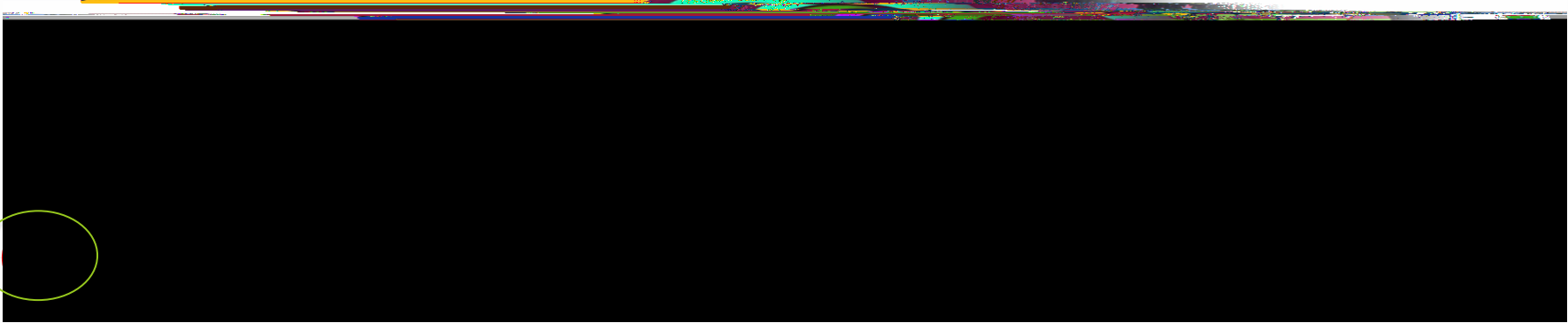
Role: Other Signing Authority

- | | | |
|----|-------|---|
| 1. | (2) | Applications: New* |
| 2. | (133) | Applications: Post-Review |

TRAQ DSS Forms requiring your approval may be accessed through one of these quick links - the number in brackets represents the number of applications available in each quick link:

1. TRAQ DSS Forms recently submitted by PIs and awaiting your approval will be available through
2. Applications that you have reviewed and forwarded to the next signing authority (other Hospital Operational Director, Department Head) are accessible through

- Click on [redacted] to access any application awaiting your review. Then, click on 'View' to review the contents of the TRA Q DSS Form.



- You can review the application by going through the different tabs (and sub-tabs of the application form). Please see next slide for a description of the tabs.

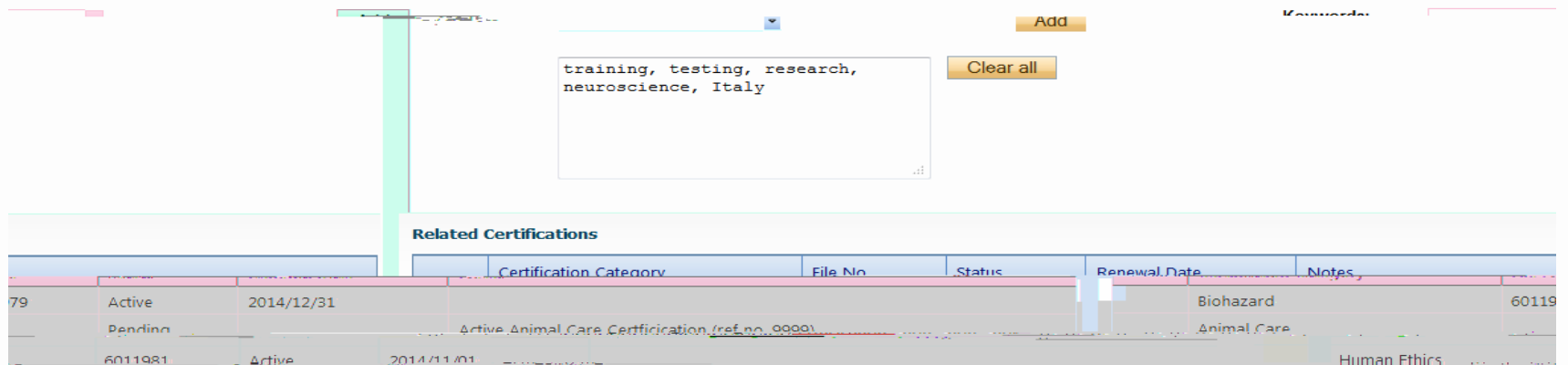
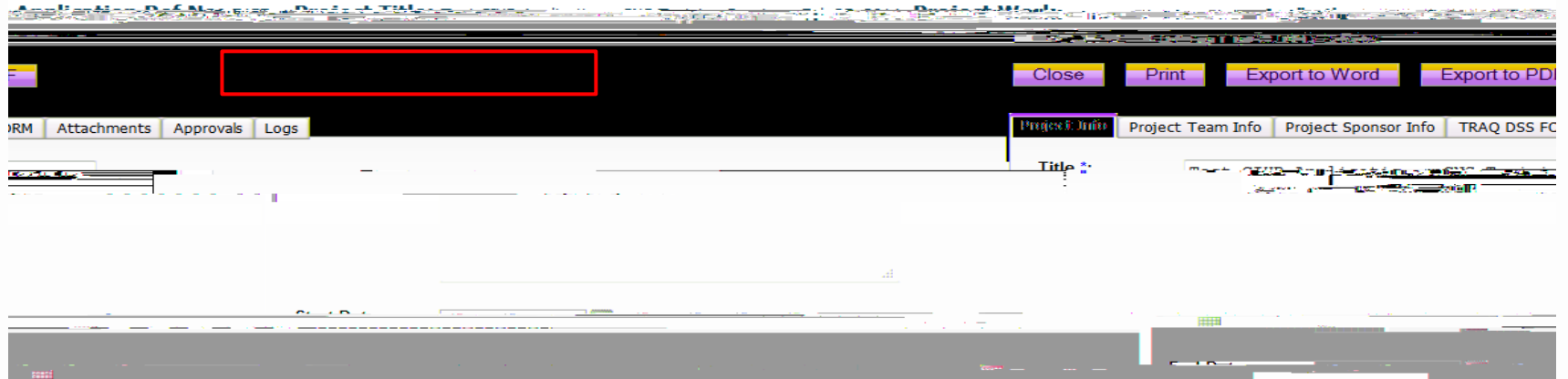
The screenshot displays a web application interface with a dark header and a light main content area. At the top right, there are buttons for 'Close', 'Print', 'Export to Word', and 'Export to PDF'. Below these are navigation tabs: 'IRM', 'Attachments', 'Approvals', 'Logs', 'Project Info', 'Project Team Info', 'Project Sponsor Info', and 'TRAQ DSS FC'. A search bar is visible with the text 'training, testing, research, neuroscience, Italy' and buttons for 'Add' and 'Clear all'. Below the search bar is a section titled 'Related Certifications' containing a table.

	Certification Category	File No	Status	Renewal Date	Notes
79	Active	2014/12/31		Biohazard	60119
	Pending	Active Animal Care Certification (ref.no. 0000)		Animal Care	
6011981	Active	2014/11/01		Human Ethics	

Project Info	
Project Info	<ul style="list-style-type: none">• Title of the project;• Keywords describing the project;•

<p>TRAQ DSS Form</p>	<p>TRAQ DSS Form has 4 sub-tabs:</p> <ol style="list-style-type: none"> 1. General: questions regarding location where research will be conducted and research funds will be held; <ul style="list-style-type: none"> : overhead rate that will be applied to the amount of research funds received – this information must be verified by department head/faculty signing authority; 2. Hospital Research: to be completed by PIs whose research is to be conducted at one of the affiliated teaching hospitals (KHSC-KGH site, KHSC-HDH site, Providence Care); 3. Checklist
<p>Attachments</p>	<ul style="list-style-type: none"> • All attachments provided by the researcher, such as Research Proposal, Preliminary Budget/Budget Justification, Agreement, Hospital Departmental Impact and Information Form, etc. can be accessed through this tab.
<p>Approvals</p>	<ul style="list-style-type: none"> • This is where all Hospital Operational Directors who have been selected to approve the application will access the “A pproval Process” button.
<p>Logs</p>	<p>There are two logs:</p> <ol style="list-style-type: none"> 1. Application Workflow Log: tracks and time stamps approvals and messages. The Workflow Log starts to populate after the PI submits the application; 2. Application Log: tracks and time stamps every action taken on the

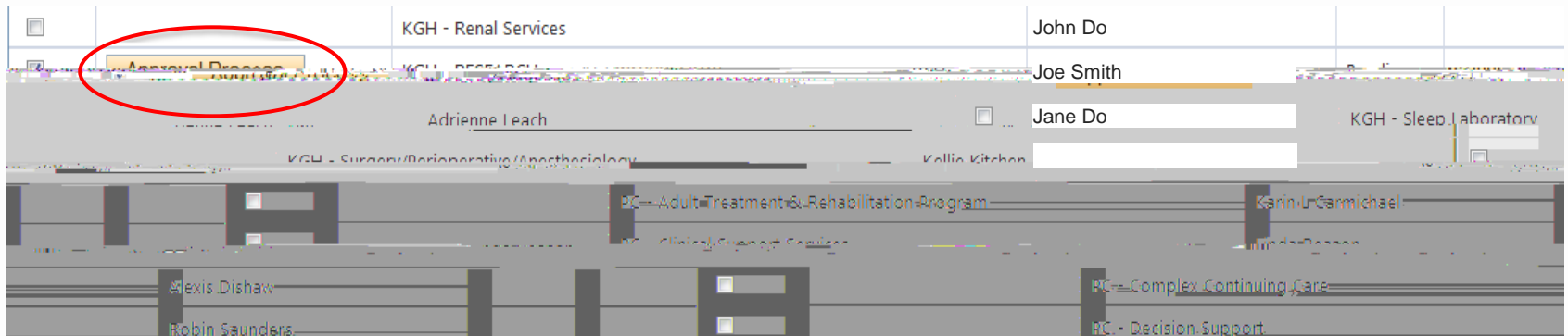
- Although you can view an application by going through its different tabs and sub-tabs, you may also export it to Word or PDF which allows you to view the entire application in one document.



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.

- Click on the Attachments tab. From there you can access any of the documents listed below by clicking on their hyperlinked title under the Attachment column. This is where the research proposal, budget, or Hospital Impact Form can be viewed.

- Go to Approvals tab and click on "Approval Process" button next to your name.
- You will also be able to see if any other Hospital Operational Directors were selected to approve the file, and what their decision was if they have already submitted their decision.



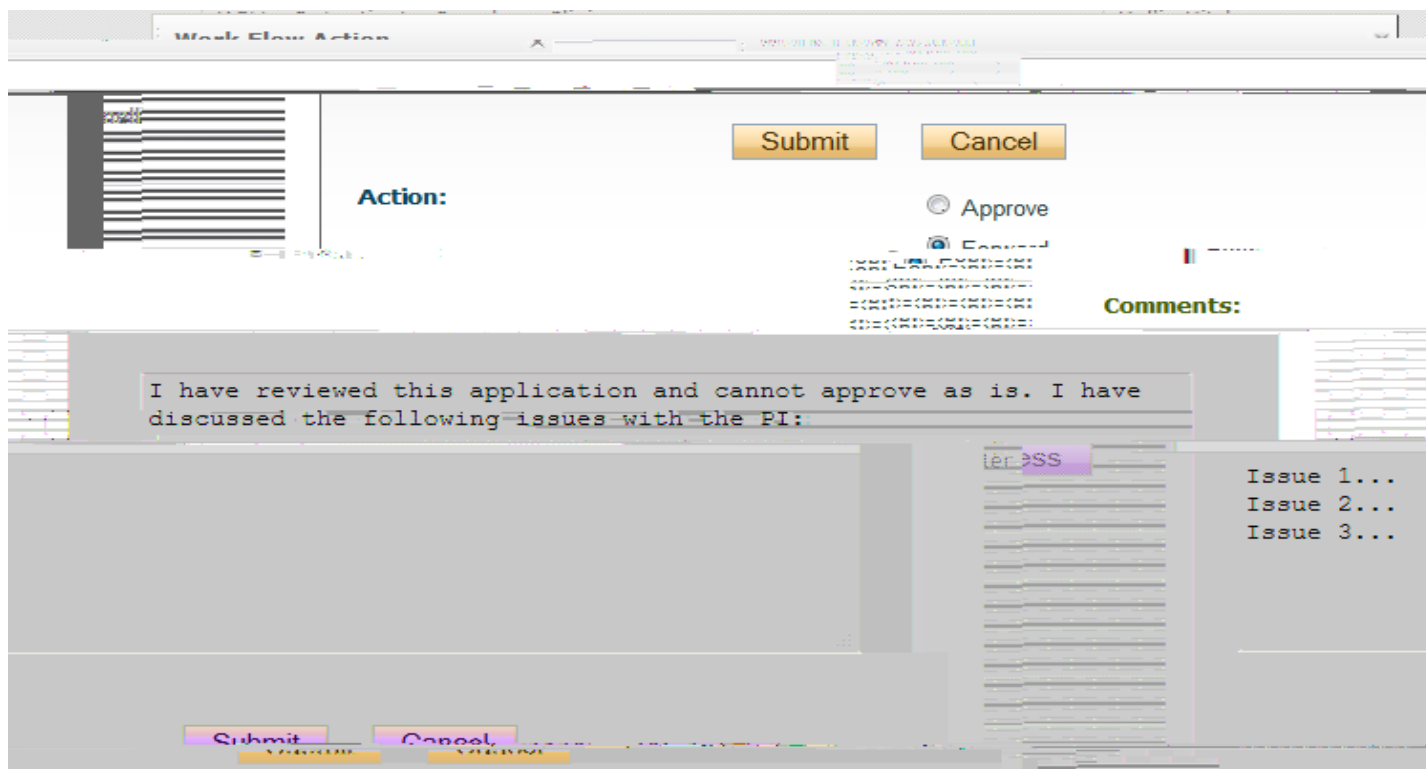
- If you are satisfied with the contents of the application and are ready to submit it to University Research Services, please click the 'Approve' radio button, enter a brief comment, and click on 'Submit' to approve the application.

The screenshot shows a 'Flow Action' dialog box with the following elements:

- Buttons:** 'Submit' and 'Cancel' buttons are visible at the top and bottom of the dialog.
- Action:** Two radio buttons are present: 'Approve' (which is selected and circled in red) and 'Forward'.
- Comments:** A text input field containing the text: "I have reviewed this application and approve its content."



- If you are unable to approve the application, you may simply forward it to the next signing authority without approving it. Please use " Comments" textbox to make note of the issues and indicate whether or not, you have had a chance to discuss these with the PI.
- The Department Head, and Research Administrators, will be able to read your comments in the Workflow Log, and follow up with the PI if necessary.

A screenshot of a web-based 'Work Flow Action' form. The form has a title bar at the top that says 'Work Flow Action'. Below the title bar, there are two yellow buttons: 'Submit' and 'Cancel'. Underneath these buttons is an 'Action:' section with two radio buttons: 'Approve' (which is selected) and 'Forward'. To the right of the 'Action:' section is a 'Comments:' section with a large text area. The text area contains the following text: 'I have reviewed this application and cannot approve as is. I have discussed the following issues with the PI:'. Below the text area, there is a list of three items: 'Issue 1...', 'Issue 2...', and 'Issue 3...'. At the bottom of the form, there are two more yellow buttons: 'Submit' and 'Cancel'.

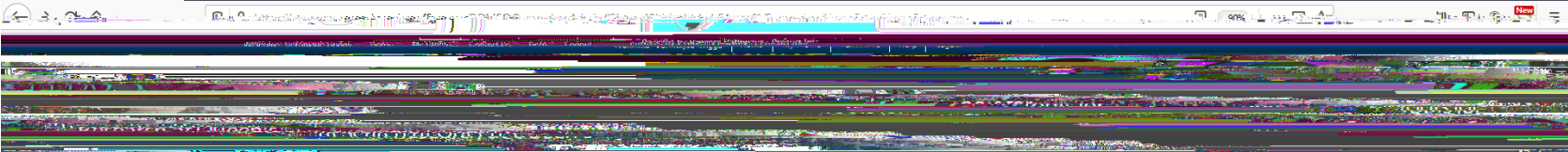


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- In your comments section you can also indicate that you are not able to approve at this point and you would like to

UNIVERSITY



NAME	Role	Principal Investigator
NAME	Role	Principal Investigator
NAME	Role	Principal Investigator
NAME	Role	Principal Investigator

Collection Data Source

View Business

Collection Data Source

View Business

UNIVERSITY



ROME - Researcher Portal

APPVADIM | BACK TO HOME

Search

Site Map

With Child's Best Interests

With Child's Best Interests

With Child's Best Interests

Application Detail

Application Detail

Application Detail



Queens



A screenshot of a web browser window displaying a researcher portal. The browser's address bar shows the URL "romeo/MyReviewerList.aspx?0". The page content includes a header with "TDV" and "Queens" logos, and a navigation menu. A red arrow points to the navigation menu. The browser's taskbar at the bottom shows several open applications, including a file explorer and a terminal window.

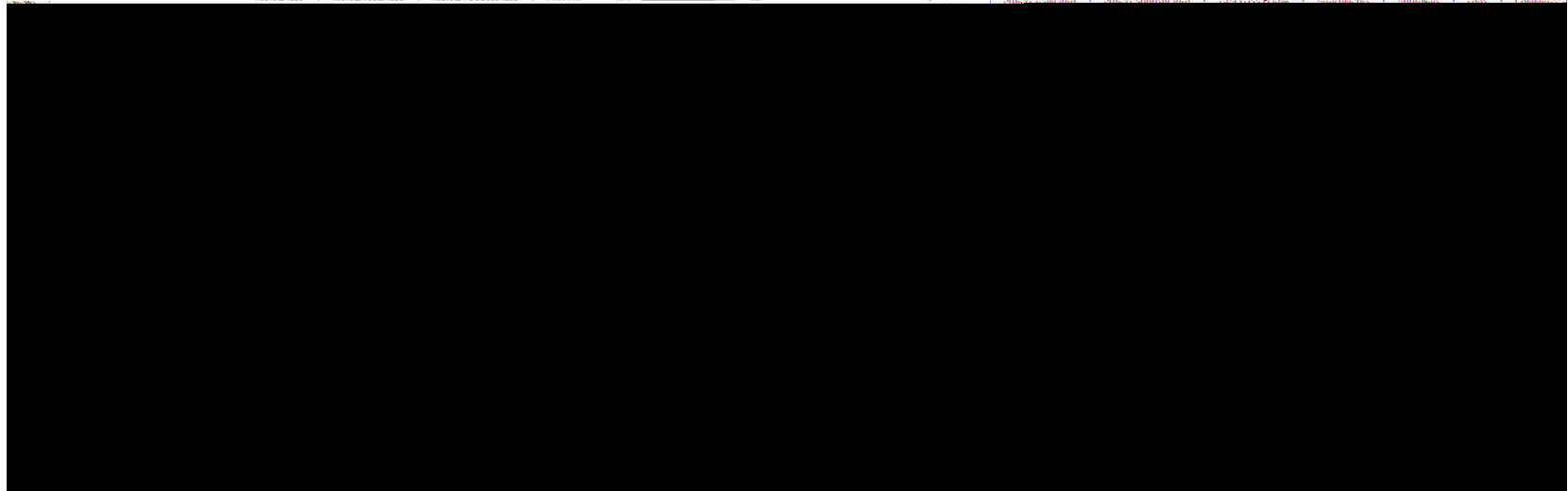


UICORYS

File No: 6029120 - Project Title: KGH-DCRR-CTO #3165 'A'01R-7R 'A,B randomized, multicenter, double-blind, placebo-controlled Phase 3 Study of Nivolumab Versus Placebo in Combination With Neoadjuvant Chemotherapy and Adjuvant Endocrine Therapy in... [Annotation Entry - IRAP DSS FORM](#)

Review mode. Click Review to enter, save and submit comments.

Review mode



ONCOLOGY



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[Home](#) [About Us](#) [Contact Us](#) [Privacy Policy](#) [Terms of Use](#) [Sitemap](#) [Feedback](#)

Randomized, Multicenter, Double-blind, Placebo-controlled Phase 3 Study of

Nivolumab Versus Docetaxel in Combination With Neoadjuvant Chemotherapy and Adjuvant Endocrine Therapy in Patients With High-risk, Estrogen Receptor-

Start Date:

Keywords:

© N/A

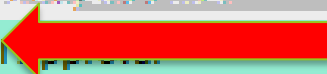
Certifications

Certification Category	Ethics No.	Status	Request Date	Maker
	Human Ethics	Pending		OCREB is the Board of Record for this study.



Review Comments

Review Decision :

		Edit Review Application
		- Select - Completed & Study Approved
		HOD Final Approval 
		Request clarification from Researcher
		Study abandoned

