



Queen's

# TRAQ DSS Form

Researchers

# Introduction to TRAQ

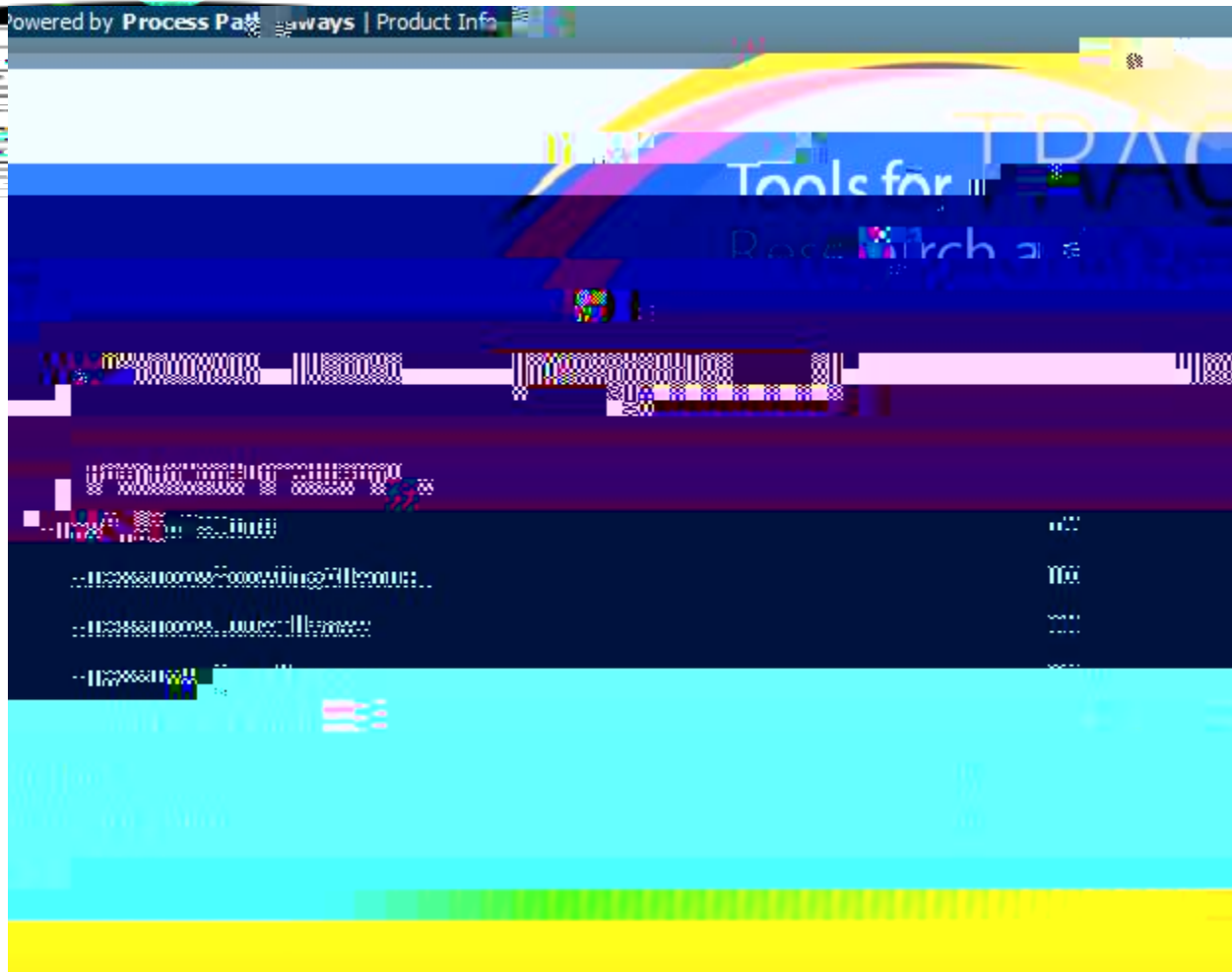


- ‡ which replaced all internal certification paper applications (Human Ethics Certification & Biohazards Certification), and the legacy electronic award application (Data Summary and Signature System . commonly referred to as DSS).
- ‡ Following the successful pilot implementation of Human Ethics in 2010, the Researcher Portal in 2011, and Biohazard Certification in 2013, the TRAQ project introduced the Awards Module in 2014.
- ‡ For more details regarding TRAQ, please visit our website: <http://www.queensu.ca/traq/>.

NOTE: All users should safeguard their electronics (computers, smartphones, etc.) and be familiar with the [Electronic Information Security Policy Framework](#) as well as the [Freedom of Information and Protection of Privacy Act](#)

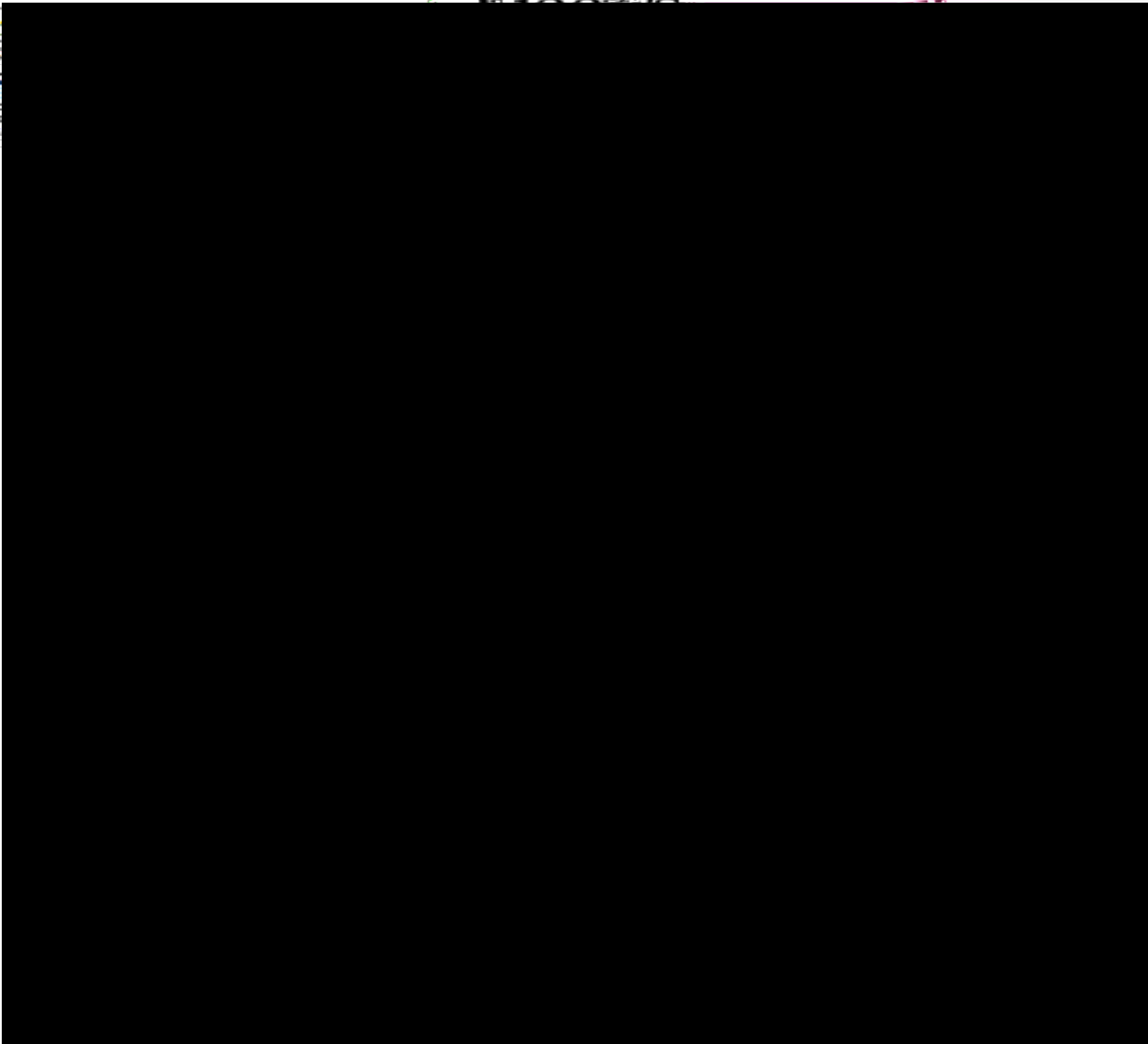


# Home page



All users have Principal Investigator and Project Team Member roles. Depending on your role in a particular study, you will access your files (Human Ethics and Biohazard certifications, and TRAQ DSS Form/Agreement Review applications) under one role or the other.

# Ž ŏ Ž Š › OE Ů Ž al . de Homepage (Cont.)

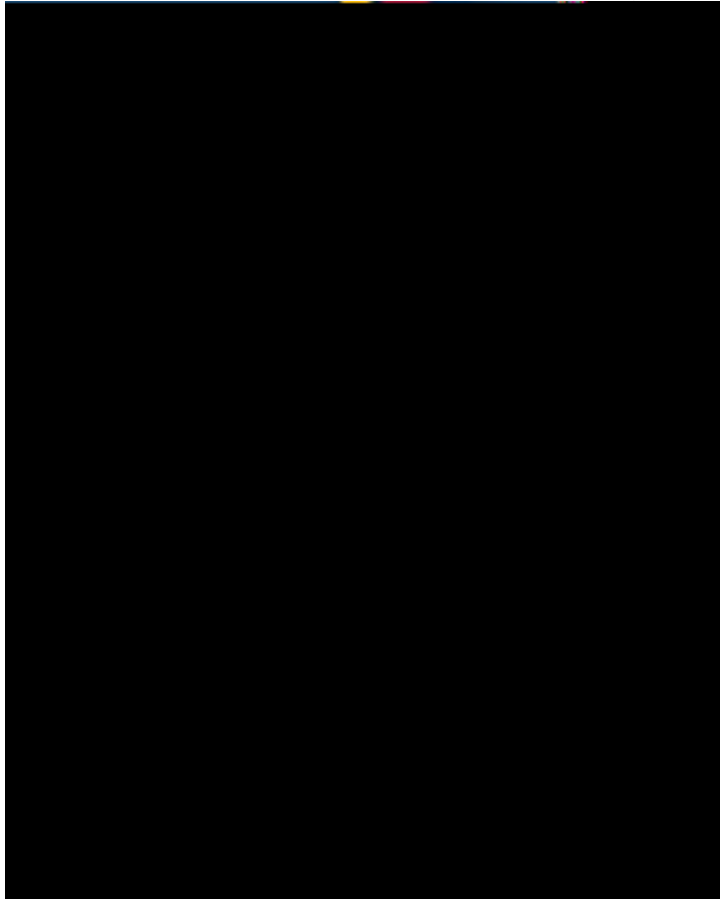


Users with review or signing authority  
(Department Heads/Associate Faculty Deans/Hospital



# NEW SEARCH OPTION - By File No, Application Ref No, Event No, and Event Ref No

Queen's



- ‡ Click on the downward arrow to the right of File No.
- ‡ From the list, click on either File No, Application Ref No, Event No, or Event Ref No from the list.
- ‡ Type in the number in the box to the right and click the search icon.

# NEW SEARCH OPTIONS - By File No, Application Ref No, Event No, and Event Ref No

The logo for Queen's University, featuring the word "Queen's" in a stylized font with a crown above the letter 'e'. The logo is partially obscured by a horizontal band of digital noise.

## The Difference Between File No and Application Ref No

‡File No is the 7-digit number (starting with 602) that is assigned to the application when it arrives in the research administration portal for review. Older file numbers begin with either 600 or 601.

‡Application Ref No is the 5-digit number associated with an application when it is in draft or in the TRAQ DSS signing authority workflow.

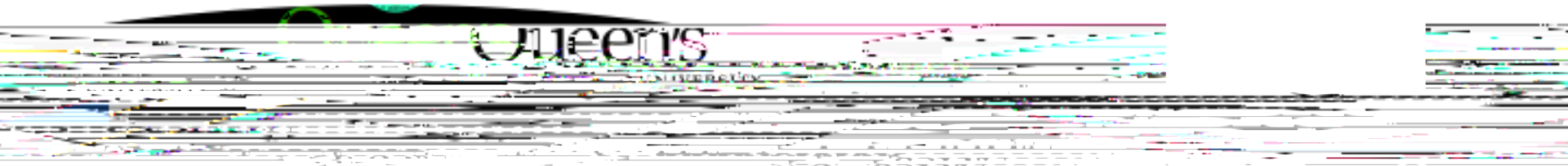
## The Difference Between Event No and Event Ref No

‡Event No is the 6-digit number (starting with 85) assigned to an event when it arrives in the research administration portal for review.

‡Event Ref No is the 5-digit number associated with event in draft.



# Researcher Portal . Accessing Existing Applications



‡ To access your applications, click one of the quick links within the Role. If you have several applications within a link, use the search filters available at the top of each column to quickly identify the application for which you are looking.

‡ ~ ž 1 – Š ϕ 1 ž œ Ž 1 • ‘ Ž 1 i ™ ~ › • 1 • ~ 1 i œ Ž • 1 ‹ ž • • ~ — 1 • ~ 1 Ž i ™ ~ › • 1 Š 1 • ‘ œ • 1 ~ • 1 ϕ ~

Test ±May 15,  
201

Researcher at  
4 X H H Q ¶ V

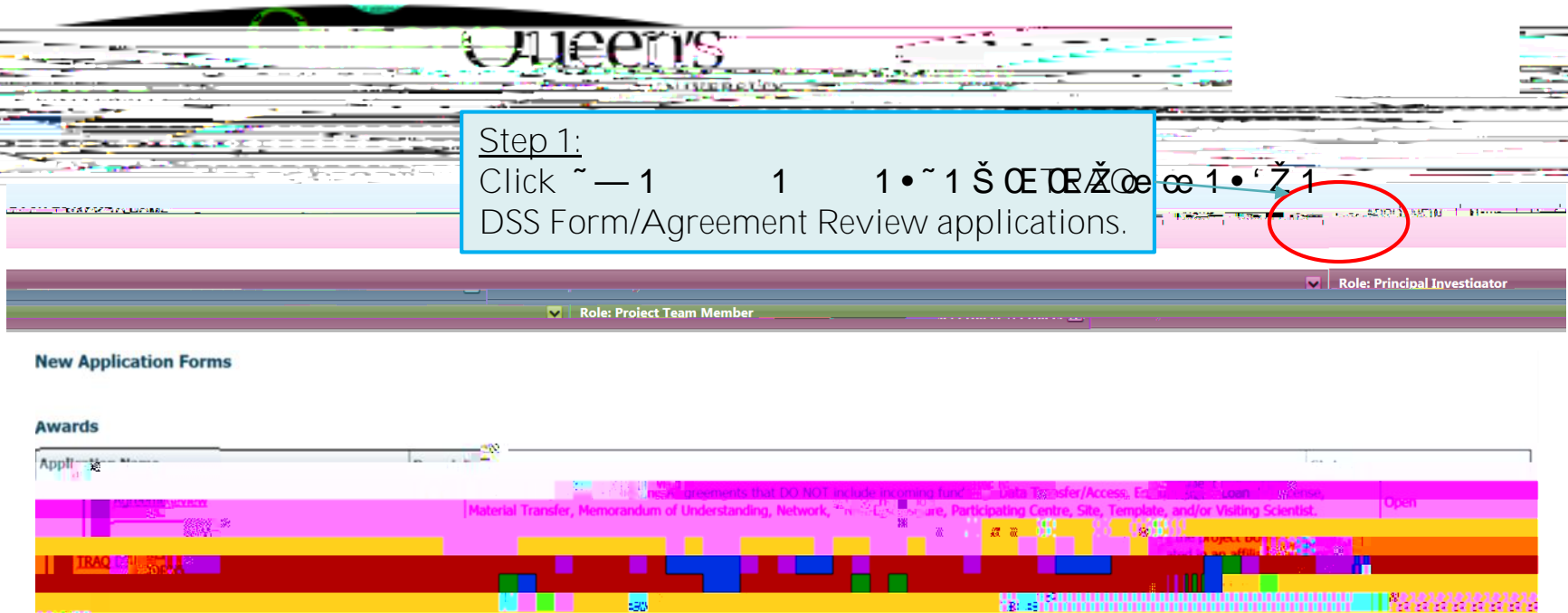
Search filters

# Researcher Portal . Starting a New Application

## Step 1:

Click on the 'New Application' button in the top right corner of the page.

DSS Form/Agreement Review applications.



- ‡ Researchers have the choice of two forms: 1) Agreement Review; 2) TRAQ DSS
- ‡ The Agreement Review form is to be used strictly for the agreement types listed in the description above, and that do not involve incoming funds to the University. Use the TRAQ DSS Form for all other agreements, and grant applications.
- ‡ TRAQ does not have an automatic save feature. Click the Save button after completing each tab. An **Application Saved** message in green font at the top-left of the window when the file is saved successfully.
- ‡ TRAQ does have a **time out** feature. If you are inactive for a certain period of time, the system will log you out. To avoid this, you should click the 'Keep Me Logged In' button at the bottom of the page.

# Important TRAQ Tips



Queen's

‡ TRAQ does not have an **automatic save**

# Project Info Tab

The logo for Queen's University, featuring the word "Queen's" in a stylized font with a crown above the letter 'e'. Below it, the words "UNIVERSITY" and "KINGSTON, ONTARIO" are visible in smaller text.

- ‡ Please note that all fields preceded by \* are required. Failing to complete these fields will prevent the user from submitting the form.
- ‡ Keywords: Although keywords are not required, researchers are encouraged to use this field to describe their project. Keywords be selected from the drop down menu or typed directly into the text box.
  - ± If your study has an international dimension (international partners, international sponsors, etc.) please note the name of the country in the Keywords textbox.
- ‡ Do not enter the start & end dates. Dates will be entered by URS/Research Accounting staff when notice of award is received/contract is finalized.
- ‡ Related Certifications: If your study requires Human Ethics, Biohazard, and/or Animal Care Certification(s) you must link your certifications to your application, or at the very least make note of this requirement and of your intent to apply. Please see details on following page.

# Project Info Tab - Related Certifications

‡ applying for either Human Ethics/Biohazard Certification.

**Related Certifications**

• Click Search to attach an existing certification  
 • Click Add New to attach a certification not yet submitted to a review committee

Certification Category	File No	Status	Renewal Date	Notes

Buttons: Add New, Search, Edit, Delete

‡ If you have already submitted your application for required certifications, or already have active certifications, you will see a link to the certification(s) you need to link to your TRAQ DSS Form.

**Related Certifications**

• Click Add New to attach a certification not yet submitted to a review committee

Status	Renewal Date	Notes	Certification Category	File No

Buttons: Add New, Search, Delete, Register, Renewal, Edit

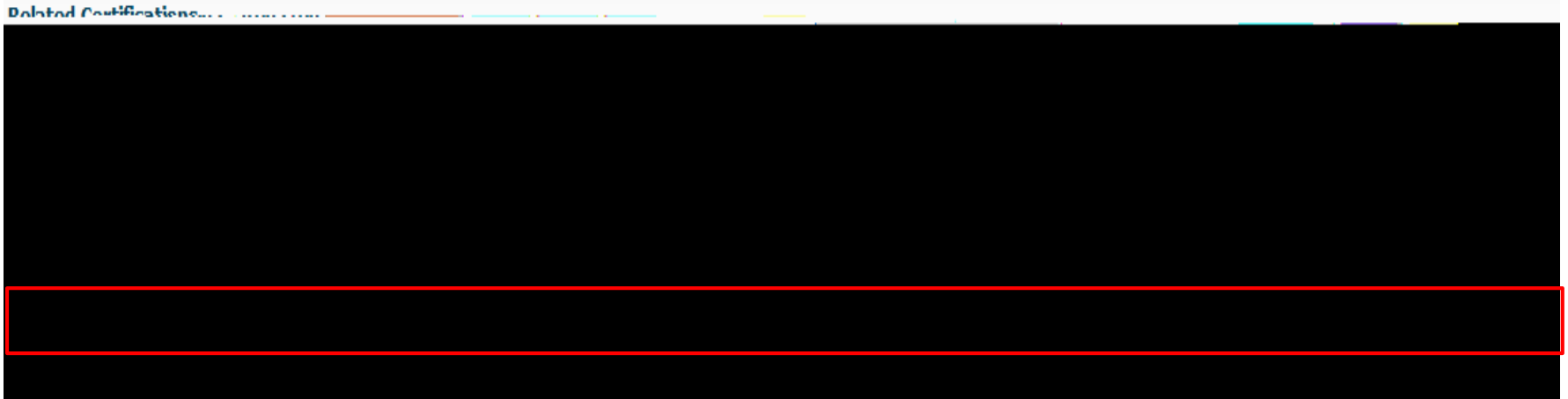
‡ Note: The renewal date of any related Human Ethics and/or Biohazard Certifications will appear on the Project Info screen making it easier for researchers to keep their certifications current.

# Project Info Tab . Animal Care Certifications



‡ Since Animal Care is not one of the TRAQ modules (researchers apply for Animal Care through TOPAZ), your Animal Care Certification cannot be directly linked to your TRAQ Awards file. However, researchers are still expected to make note of any active, or pending, Animal Care Certification required for their project.

‡ [Illegible text]



‡ Research Administrators will be able to confirm the status of their Animal Care Certification directly in TOPAZ, and change the status from pending to active.

# Project Team Member Info

‡ First, if the PI has multiple affiliations (cross-appointments) make sure that you select the department/research centre where this study will take place. This will ensure that the application is directed to the correct signing authorities and avoid delays.

‡ Add New

‡ Click Search Profiles to bring up the Investigator List to search for the team member. **Important: Do not enter Team Member information manually.**

‡ Click Select

Investigator List

Close

researcher profile you want to load to this application file. If the project team member does not have a researcher profile, contact your  Instructions : Search for and select the

Last Name: Administrator

First Name:

Search Reset

Options	Last Name	First Name	Primary Affiliation
Select	Administrator	CTR Board of Record	WR Research/University Research
Select	ADMINISTRATOR	TRAC	Faculty of Health Sciences/Famil

Close

# Adding Project Team Members (Cont.)

- ‡ If you are unable to locate the team member,
  - ± If the team member is a student or external to the university, have that person register by going to the website:  
[https://queensu.researchservicesoffice.com/ROMEO.Researcher.Admin/\(S\(qworqq453k0mo0yv0d0sak45\)\)/Researcher/HomePage/UserInfo.aspx](https://queensu.researchservicesoffice.com/ROMEO.Researcher.Admin/(S(qworqq453k0mo0yv0d0sak45))/Researcher/HomePage/UserInfo.aspx)
  - ± Once the student or external member has registered, his or her name will appear when a search by clicking Search Profiles is undertaken.
  - ± If the team member is staff or faculty, email the TRAQ Help Desk at [traq@queensu.ca](mailto:traq@queensu.ca) with the following information:
    - ‡ Prefix
    - ‡ First and last name
    - ‡ Title/rank
    - ‡ Departmental affiliation
    - ‡ Email address
- ‡ If you are able to locate the team member from the investigator list, choose the role of the team member from the Role In Project drop down menu.
- ‡ Repeat this process for each team member.
- ‡ It is recommended that Research Administrators assign themselves to the Research Coordinators role in the project.



# Changing the PI

The logo for Queen's University, featuring a stylized crest with a crown and the text "Queen's" in a serif font, with "UNIVERSITY" in smaller letters below it.

Queen's

†

# Project Sponsor Info Tab



Queen's

The Project Sponsor Info tab captures key funding details such as the agency, the program, the

# Sponsor Info

The fields in the green squares, Agency, Program, Competition Date and funding disbursement are to be entered. The other fields will be filled automatically, or by an administrator.

The screenshot shows a web form titled "Sponsor Info". A blue box highlights the "Agency:" field, with a callout box containing the text "Start here to select the agency" and an arrow pointing to the field. A green box highlights the "Agency:" field. Another green box highlights the "Program:" field. A third green box highlights the "Competition Date:" field. A fourth green box highlights the "Funding Disbursement:" field. The form also includes fields for "Start Date:", "End Date:", "Agency Reference No:", "Currency Type:" (set to CAD), and "Investigator:" (set to Queen's Res). A dropdown menu for "Researcher (Principal Investigator)" is visible on the left. A text area for "Comments" is at the bottom.

Start here to select the agency

Agency:

Program:

Competition Date:

Funding Disbursement:

Start Date:

End Date:

Agency Reference No:

Currency Type: CAD

Investigator: Queen's Res

Researcher (Principal Investigator):

Comments:

If you are unable to locate the sponsor after searching the Agency List (as described on the next few screens), indicate the agency name, program, and any other relevant details in the Comments box, as instructed in question 4.5 of the TRAQ DSS FORM tab.

# Sponsor Info . Selecting the Agency





Queen's

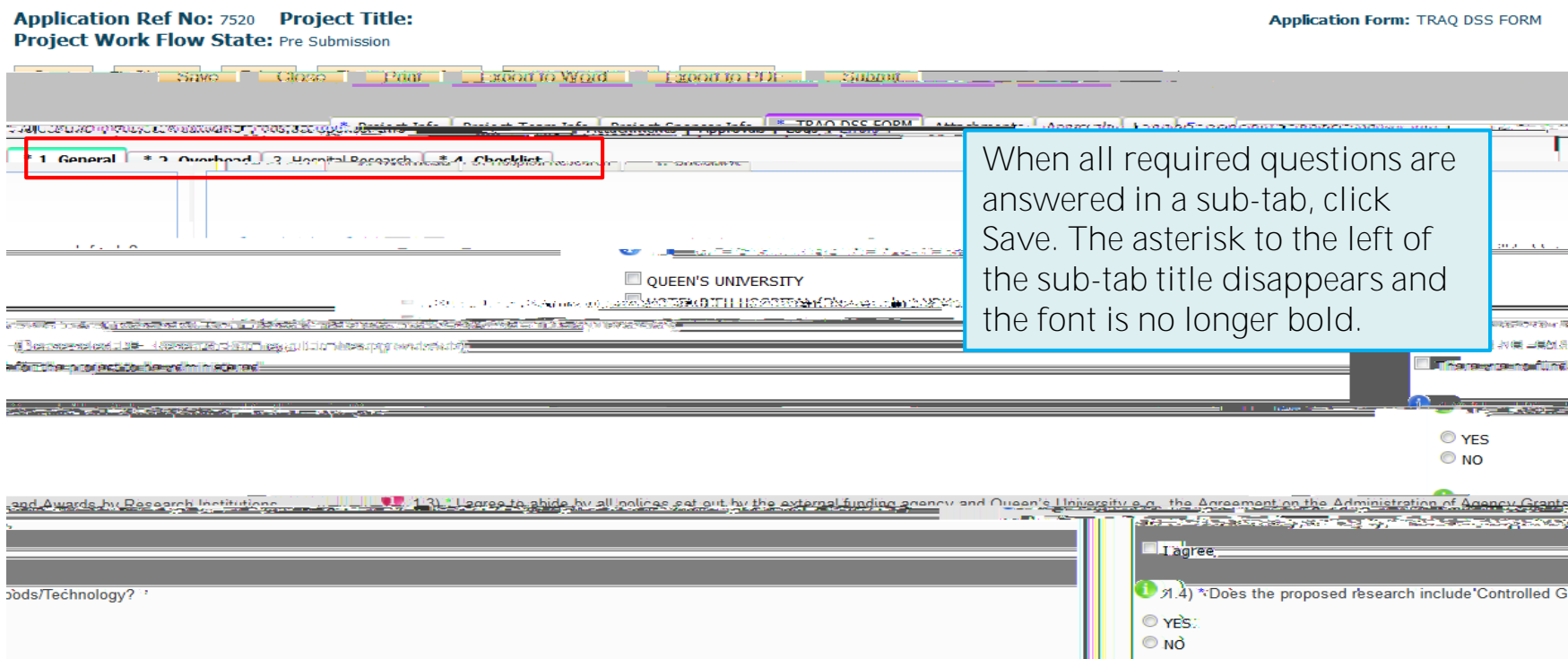
‡ Agency button: Search the Agency List by either typing any part of the agency name or by an putting in an abbreviation (NSERC, SSHRC, etc.). Once identified, click Select to choose the agency.

‡ Based on the agency you have selected, a list of agency-specific programs will be automatically

‡

# TRAQ DSS Form Tab

- ‡ The TRAQ DSS Form contains four sub-tabs, three of which contain required questions.
- ‡ If you are unsure how to answer a question, click the information icon  for help. Clicking the information icon a second time will close the information  box.



The screenshot displays the TRAQ DSS Form interface. At the top, it shows 'Application Ref No: 7520' and 'Project Title:'. Below this, the 'Project Work Flow State' is 'Pre Submission'. The 'Application Form' is identified as 'TRAQ DSS FORM'. A navigation bar contains buttons for 'Save', 'Close', 'Print', 'Export to Word', 'Export to PDF', and 'Submit'. Below the navigation bar, there are four sub-tabs: '1 General', '2 Overhead', '3 Hospital Research', and '4 Checklist'. The '1 General' tab is highlighted with a red box. A blue callout box points to the '1 General' tab, stating: 'When all required questions are answered in a sub-tab, click Save. The asterisk to the left of the sub-tab title disappears and the font is no longer bold.' Below the sub-tabs, there is a section for 'QUEEN'S UNIVERSITY' and a question: '1.3) I agree to abide by all policies set out by the external funding agency and Queen's University e.g. the Agreement on the Administration of Agency Grants and Awards by Research Institutions'. Below this question, there is a 'I agree' checkbox and a question: '1.4) \*Does the proposed research include 'Controlled Goods/Technology?''. Below this question, there are radio buttons for 'YES' and 'NO'.



Queen's

‡ • 1 ϕ ~ ž 1 Š — œ Ž › 1

1 • ~ 1 š ž Ž œ • ' ~ — 1 X i W ő 1 ™ • Ž Š œ Ž 1 • ' œ • 1 Š • • 1 œ ™ ~

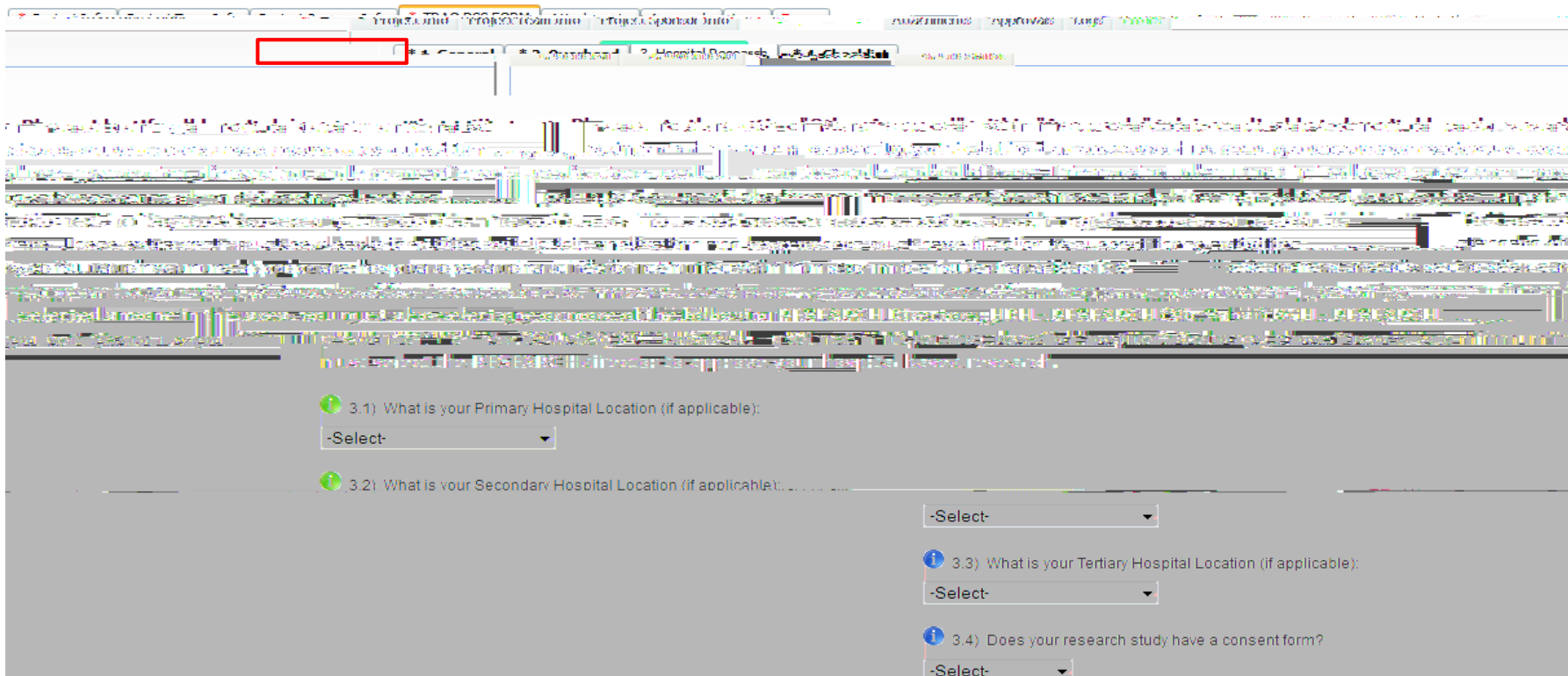
in question 2.2.

‡

# TRAQ DSS Form . For Hospital Research Only



- ‡ If you are a Queen's University researcher (or a researcher at one of the affiliated teaching hospitals), you must complete sub-tab 3. Hospital Research.
- ‡ Overlooking this sub-tab, will result in a delay in the review and approval process.
- ‡ Please read the instructions provided at the top of this screen carefully.



The screenshot shows a web browser window with several tabs open. The active tab is titled "Hospital Research". The form content is partially obscured by a large, colorful digital glitch effect. Below the glitch, the following form fields are visible:

- 3.1) What is your Primary Hospital Location (if applicable):  
-Select
- 3.2) What is your Secondary Hospital Location (if applicable):  
-Select
- 3.3) What is your Tertiary Hospital Location (if applicable):  
-Select
- 3.4) Does your research study have a consent form?  
-Select





# Attachments Tab

The logo for Queen's University, featuring the word "Queen's" in a stylized font with a crown above the letter 'e'. Below it, the words "UNIVERSITY" and "KINGSTON, ONTARIO" are written in smaller text.

- ‡ Attach any document(s) identified on the Checklist sub-tab of the TRAQ DSS Form, such as a research proposal, budget, or budget justification, etc. Users may upload multiple attachments in a variety of file types provided that each file is no larger than 5MB.

# Adding an Attachment (Cont.)

The screenshot shows a web form for adding an attachment. At the top left, there is a logo for 'Queen's' with the text 'UNIVERSITY' below it. The form has several sections:

- A large empty rectangular box on the left side.
- A 'Description:' label on the right side.
- A 'Browse...' button below the empty box.
- An 'Upload Attachment:' label on the right side.
- A dropdown menu labeled 'Doc / Agreement:' with a blue arrow pointing to it from a text box.
- A 'Save' button at the bottom left.
- A 'Cancel' button at the bottom right.

Annotations include:

- A blue box at the bottom left containing the text: "• ' Œ " 1 • • 1 • • Š Œ ' - Ž - • 1" and "to complete the process" with a blue arrow pointing to the 'Save' button.
- A blue box on the right containing the text: "Select the type of document from the ~ Œ 1 & 1 • › Ž Ž - Ž - • 1 • › ~" and "down menu" with a blue arrow pointing to the 'Doc / Agreement:' dropdown menu.

# Approvals Tab - For Hospital Research Only

- ‡ • 1 ☺ ~ ž 1 Š — œ Ž › Ž • 1 Ž œ 1 • ~ 1 š ž Ž œ • ' ~ — 1 W i \ 1 ~ — 1 • ' Ž 1-tab 3 (Hospital) › — 1 Š Ž œ Ž Š › Œ ' ü ð 1 ☺ ~ ž 1 — ž œ • 1 Œ ~ — ™ • Ž • Ž 1 • ' Ž 1 • ' Ž › 1 ™ ™ › Ÿ Š • œ 1 œ ž Œ • ' ~ — Hospital Operational Directors (HODs) that should review and approve your application.
- ‡ At minimum, you must select the Research Director(s) of the hospital(s) that will be impacted by your research.
  - ¾ If Hotel Dieu is one of your hospital locations, checkmark HDH . Research (Vic Sahai)
  - ¾ If KGH is one of your hospital locations, checkmark KGH . Research (Vic Sahai)
  - ¾ If Providence Care is one of your hospital locations, checkmark PC . Research (Kathleen Fitzpatrick)
- ‡ Selecting the correct HODs will allow the TRAQ DSS to move smoothly through the approvals process without having the file returned for HOD additions.

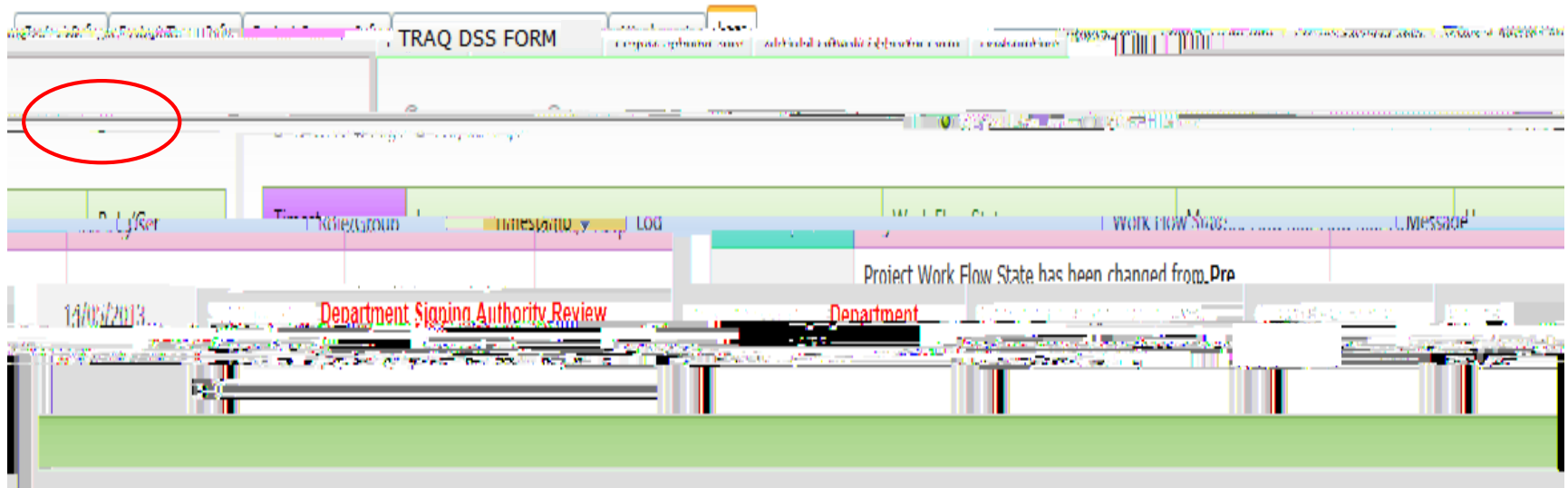
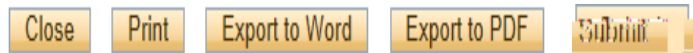
Other Approvals

Signing Authority Name	Status	Comments	Active	Department
John Lott			<input type="checkbox"/>	HDH - Decision Support
Adrienne Leach			<input type="checkbox"/>	HDH - Electromyography
Brian Merkley			<input type="checkbox"/>	HDH - Emergency
Brian Merkley			<input type="checkbox"/>	HDH - GI Function Testing Unit
Leone Ploeg			<input type="checkbox"/>	HDH - Human Mobility Research Centre
Karen Pearson			<input type="checkbox"/>	HDH - Imaging
Troy Jones			<input type="checkbox"/>	HDH - Information Technology
Brian Merkley			<input type="checkbox"/>	HDH - Inpatient - Cardiac
Brian Merkley			<input type="checkbox"/>	HDH - Inpatient - Medicine
Brian Merkley			<input type="checkbox"/>	HDH - Inpatient - Pediatrics

<input type="checkbox"/>	HDH - Inpatient - Surgery	Brian Merkley
<input type="checkbox"/>	HDH - Laboratories	Joyce deVette-McPhail
<input type="checkbox"/>	HDH - Medical Records	Deborah Sapp

# Logs Tab . Workflow Logs

- ‡ The Logs tab is a useful tool that allows researchers and research administrators to track the history of the application and communicate with one another.
- ‡ The Workflow Logs tracks and time stamps approvals and messages. The Workflow Logs starts to populate after the P.I. has submitted the application. Refer to the Workflow Log to review all workflow history.



# Logs Tab . Project Logs



- ‡ The Project Logs tracks and time stamps every action taken on the application. Researchers are encouraged to check the Project Logs regularly as it is a good way to ensure that your most recent changes have been saved .

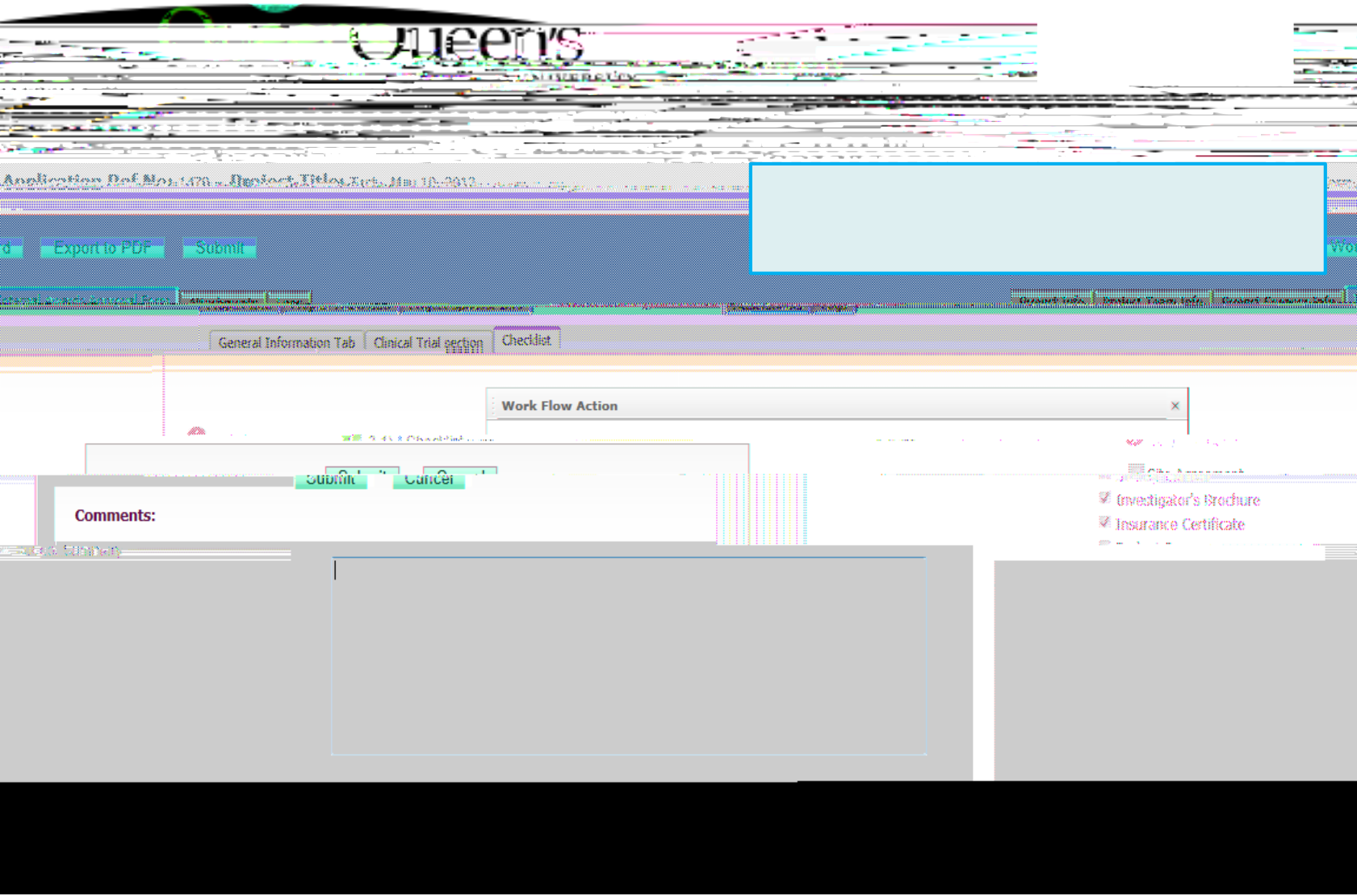
# Errors Tab

The screenshot displays a web application interface with a navigation menu at the top. The menu items include: [Application Docs](#), [Project Title Tab](#), [Mar 19 2010](#), [Application Errors Tab](#), and [Student Info](#). Below the navigation menu, there is a large redacted area (blacked out) covering the main content of the page. A light blue rectangular box is overlaid on the bottom right of the redacted area. The navigation menu also includes links for [Project Sponsor info](#), [Internal Awards Approval Form](#), [Attachments](#), [Logs](#), [Project info](#), and [Project Team info](#).



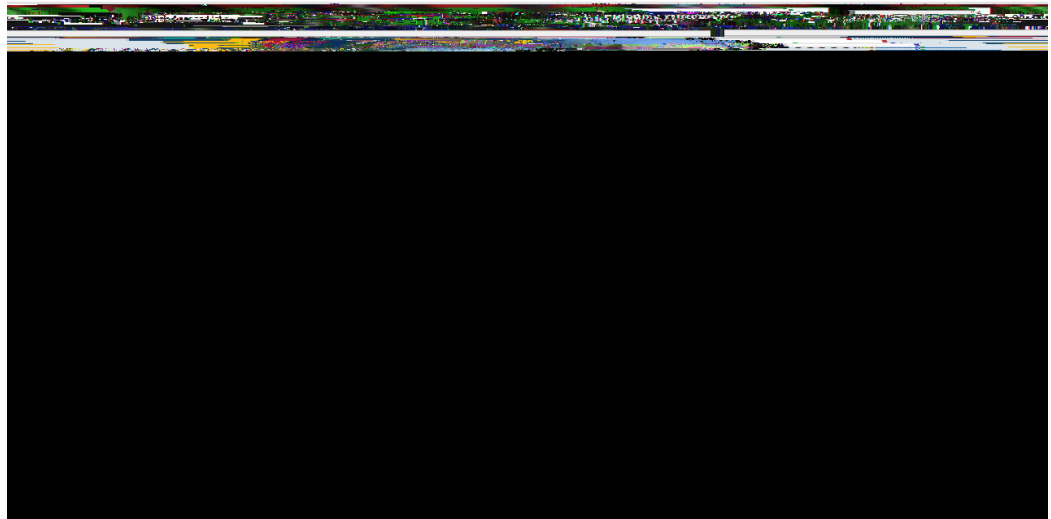
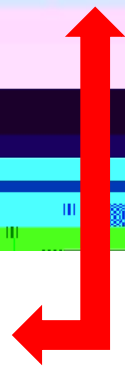
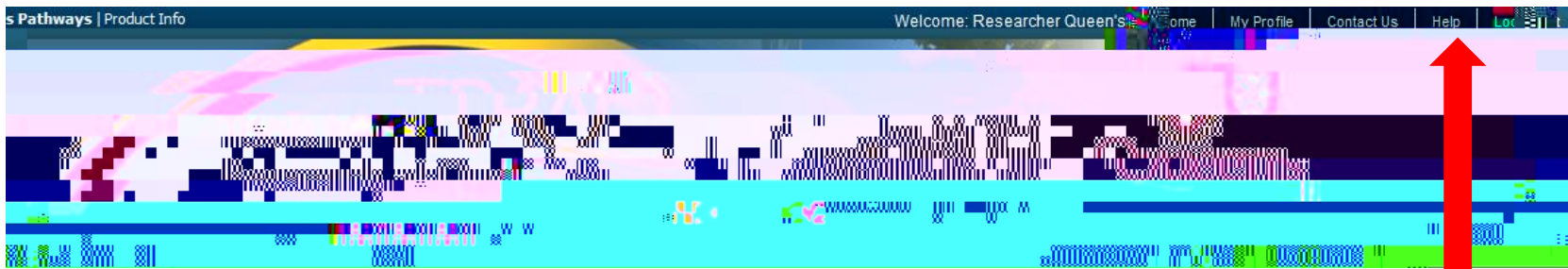
Queen's

# Submitting the TRAQ DSS Form





# Help Link is Connected to TRAQ Help Desk Online Form





Need assistance?  
Contact the TRAQ Help Desk

Submitting an [online form](#)

Email: [traq@queensu.ca](mailto:traq@queensu.ca)

(613) 533-6000, ext. 78426

