



Queen's

TRAQ -

- ‡ As Department Head, you are required to attest that you have reviewed the final version of any biohazard permit application that was approved by the Queen's Biohazard Committee, that you are familiar with the work described and approve that this work will take place in your department.
- ‡ Review assignments are accessed through the Researcher's Portal. Please note that the Researcher's Portal is accessible on tablets (i.e. iPads, PlayBooks, etc.)
- ‡ You will receive an email notification whenever you have been assigned to review a biohazard application or an event form (i.e. amendment form). The link to the Researcher's Portal is included in the email.
- ‡ Department Heads 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 the portal through the [Single SignOn](#).
- ‡ External users (i.e. from KGH, Providence Care, Hotel Dieu, etc.) will log into the Researcher's Portal through the [Post](#)

Single SignOn • ~ › 1 ž Ž Ž — œ 1 Š Œ ž • • ç 1 í

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‡ Enter your Queen's NetID and strong password to access the Researcher's Portal





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‡ Enter your

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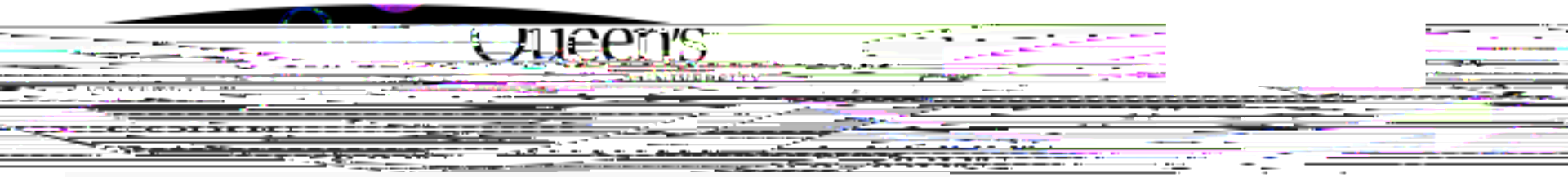
‡ As a Department Head, your dashboard has four roles: Principal Investigator, Project Team Member, Department Signing Authority – where, in the future, you will approve Awards applications – and Reviewer. Any Biohazard Permit application requiring your attestation will be available under Role: Reviewer.

Awards

Biohazard

(0)
(0)

Accessing Biohazard Permit Applications



Role: Reviewer

Applications Requiring Your Review as a Chair

(1)

Biohazard Permit applications requiring your attestation will be available through this link

Applications Requiring Your Review as a Reviewer - New

(0)

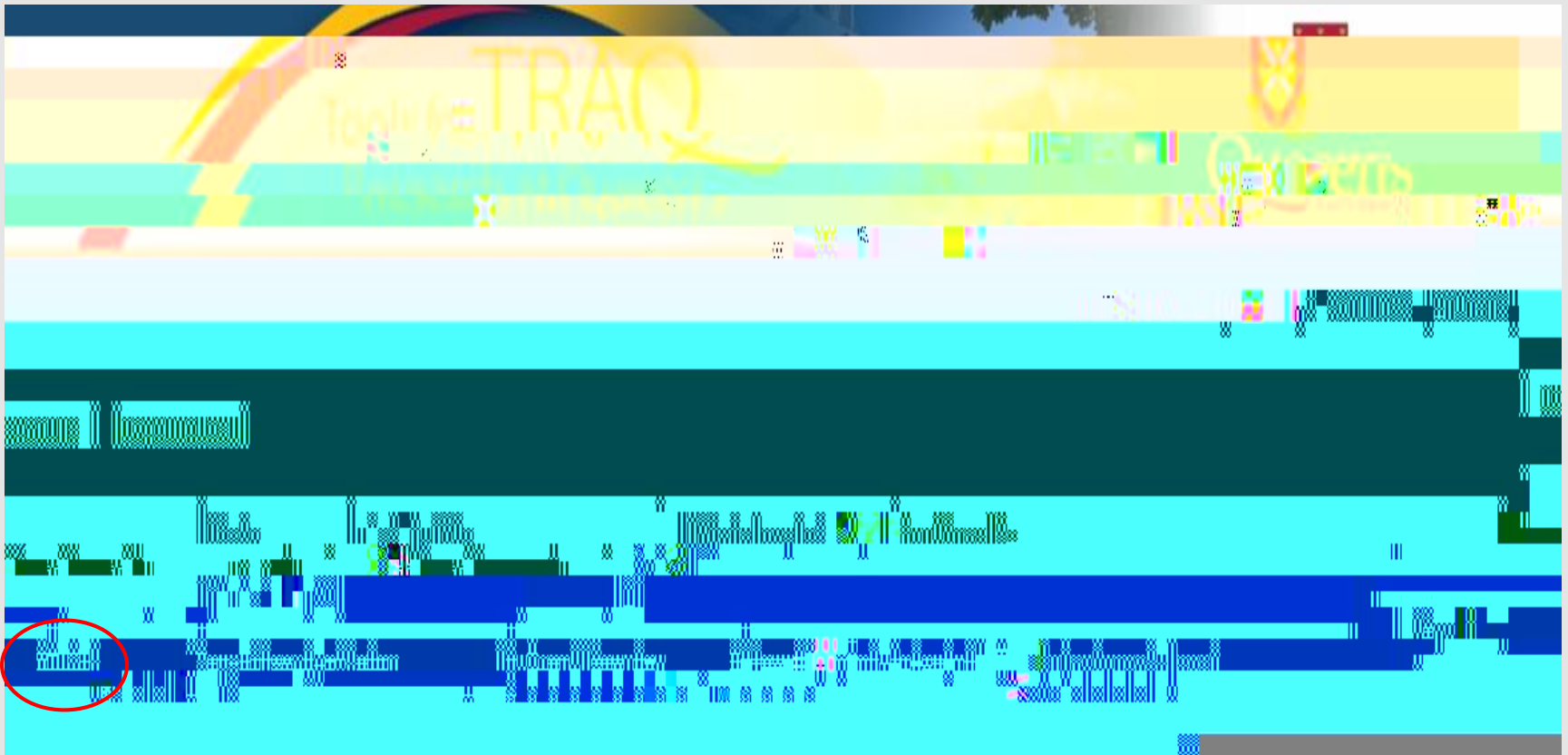
[Applications Requiring Your Review as a Reviewer - New](#)

[Event forms requiring your attestation will be accessible through this link](#)

Event forms requiring your attestation will be accessible through this link

Reviewing Applications

‡ Once you click on one of the quick Links you'll see a list of the application(s) awaiting your attestation. To review an application, click "View".



Reviewing Applications



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‡

Reviewing Applications (Cont.)

‡ 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 screenshot shows a web interface for reviewing a biohazard permit application. At the top, the header displays: **File No:** 6010265, **Project Title:** Test Biohazard application, **Project Work Flow State:** ORS Review, and **Application Form:** Biohazard Permit Application Form. Below the header is a navigation bar with tabs: **Home**, **Application**, **View**, **Export to Word**, and **Export to PDF**. The **View** tab is highlighted with a red box. Below the navigation bar is a tabbed interface with tabs: **Project Info**, **Project Team Info**, **Biohazard Permit Application Form**, **Approvals**, **Logs**, and **Committee Reviews**. The **Project Info** tab is active. The form fields are: **Title *** (Text area containing "Test Biohazard application"), **Start Date:** (Text input with a calendar icon), **End Date:** (Text input with a calendar icon), and **Keywords:** (Text input). At the bottom right, there is a **Clear all** button.

Reviewing Attachments

‡ Click on the Attachments tab. From there you can access any of the documents listed below by clicking on their hyperlinked title under the Attachments column.

File No: 6010283 **Project Title:** Test - Biohazard Application **Project Work Flow State:** ORS Review **Application Form:** Biohazard Permit Application Form

Close Print Export to Word Export to PDF Review

NOTE: You are in View mode. Click the review button to enter, save & submit your comments.

Project Info Project Form Print Form Download Form Info Email Attachments Use Reviews

If you are waiving immunization, attach a scan of the signed waiver.
Use the following format for naming the file: first name_last name_immunization waiver_month year

Make sure you read the Department Head Biohazard Permit Attestation

Attachments	Created On	Created By	File Name
Department Head Biohazard Permit attestation.docx	2013/09/17		Department Head Attestation
Biohazard Inventory and Risk Group Table.xlsx			
Biohazard Training Statement.docx	2013/09/16		Lab Specific Biohazard Training Statement

Hyperlinked attachments

Department Head Biohazard Permit attestation.docx
Uploaded on: 2013/09/17
Biohazard Inventory and Risk Assessment, Table.xlsx

Biohazard Training Statement.docx
Uploaded on: 2013/09/16

Department Head Attestation Letter

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‡ Department Heads should read all the documents provided with the application. The sample below is the Department Head Attestation Letter which you are required to read prior to submitting your attestation. The letter contains the name of the PI, name of the faculty, title of the project, the date at which the Biohazard Committee approved the permit, and the terms to which you will be agreeing to.

Health Sciences Faculty of

Department Head Attestation and Signature

I attest that:

work described and the facilities and practices required for biohazard containment in this research. I am familiar with the work taking place in my department, using the precautions described. I approve of this work to

If I become aware of a failure in the facility or a failure in the biohazard containment safety procedures or equipment, or a

Entering and Submitting Review Comments

‡ To enter your comments and submit your attestation, click on the "Review" button.

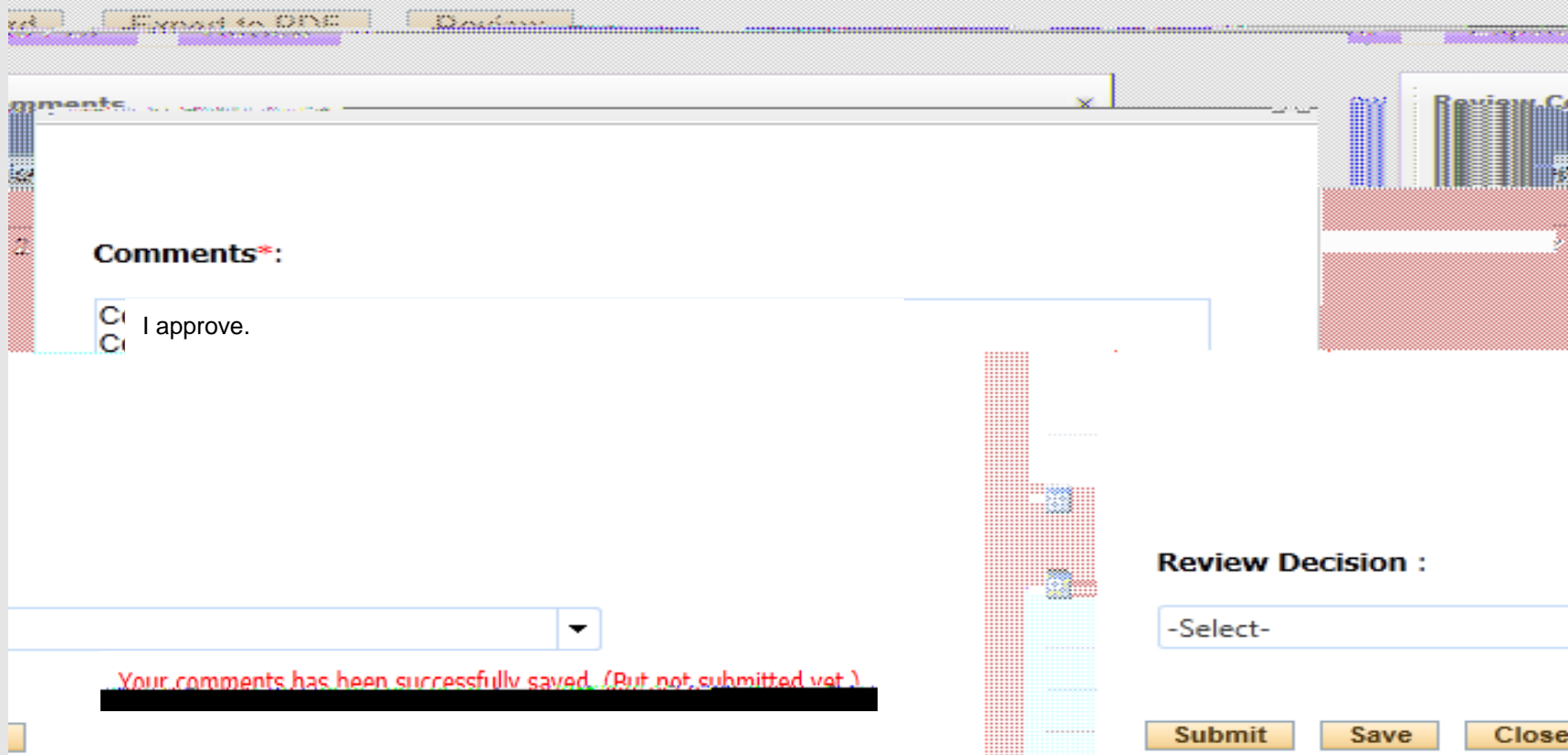
The screenshot shows a software review interface. At the top, there is a navigation bar with a "Review" button circled in red. Below this, there are tabs for "Project Info", "Project Team Info", and "Richard's Permit". A "Comments*" section is visible, with a text input field containing "I approve." and a "Save" button. A "Review Decision" section is at the bottom, featuring a dropdown menu set to "-Select-" and three buttons: "Submit", "Save", and "Close".

The comments textbox is a required field. If you have no particular comments, you may simply enter "I approve."

You do not have to review the application and submit your comments and attestation all in one sitting. If you have started to enter some comments and are not ready to submit your attestation, you may simply click "Save" then "Close" to continue reviewing the application at a later time. The application will continue to be available to you until you click the "Submit" button.

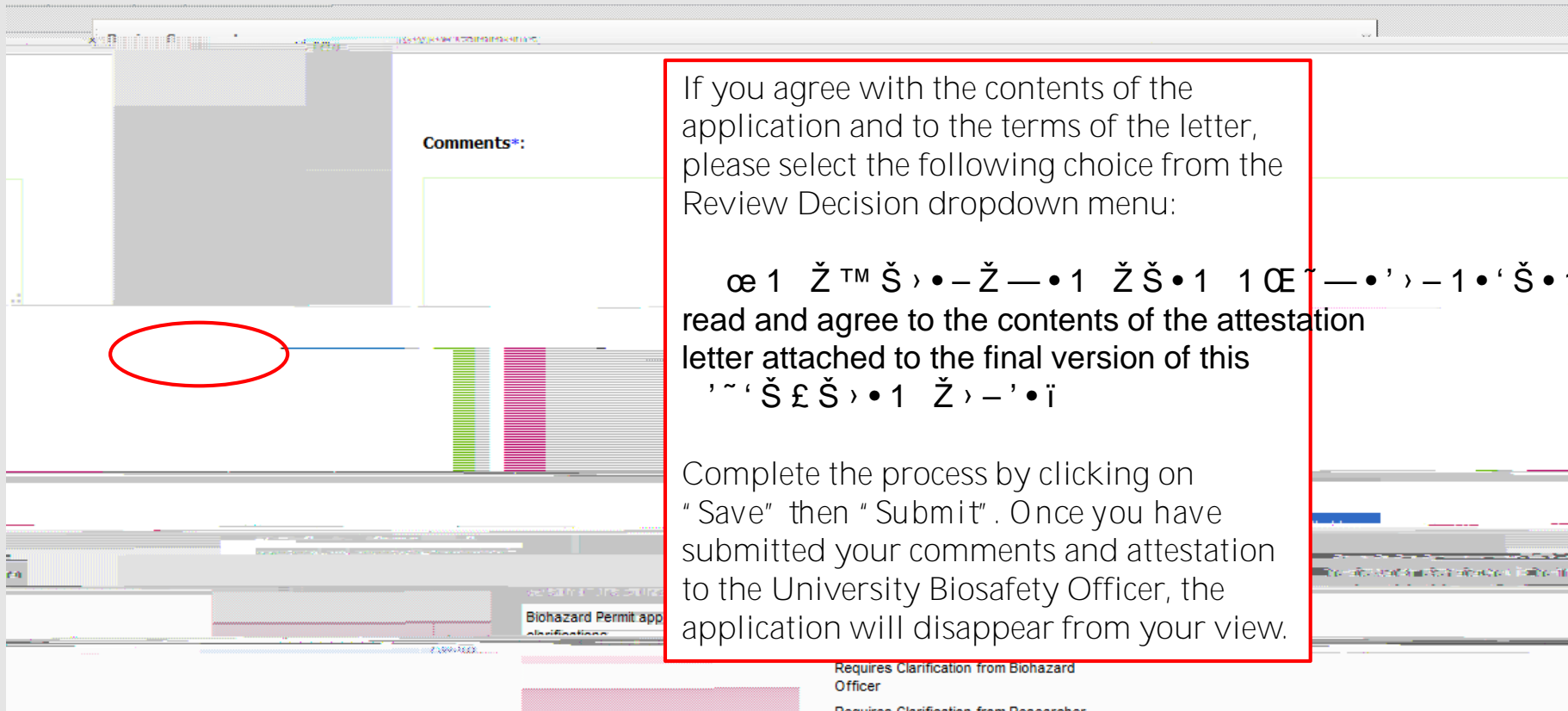
Saving your Comments

‡ When you save your comments, a message in red font will appear on the "Review Comments" screen informing you that your comments have been saved but not submitted.



Submitting Department Head Attestation

‡ Once you are ready to submit your attestation, click on the Review button, enter your comment(s) and click on the Review Decision dropdown menu.



Comments*

Review Decision

Save

Biohazard Permit application

Requires Clarification from Biohazard Officer

Requires Clarification from Researcher

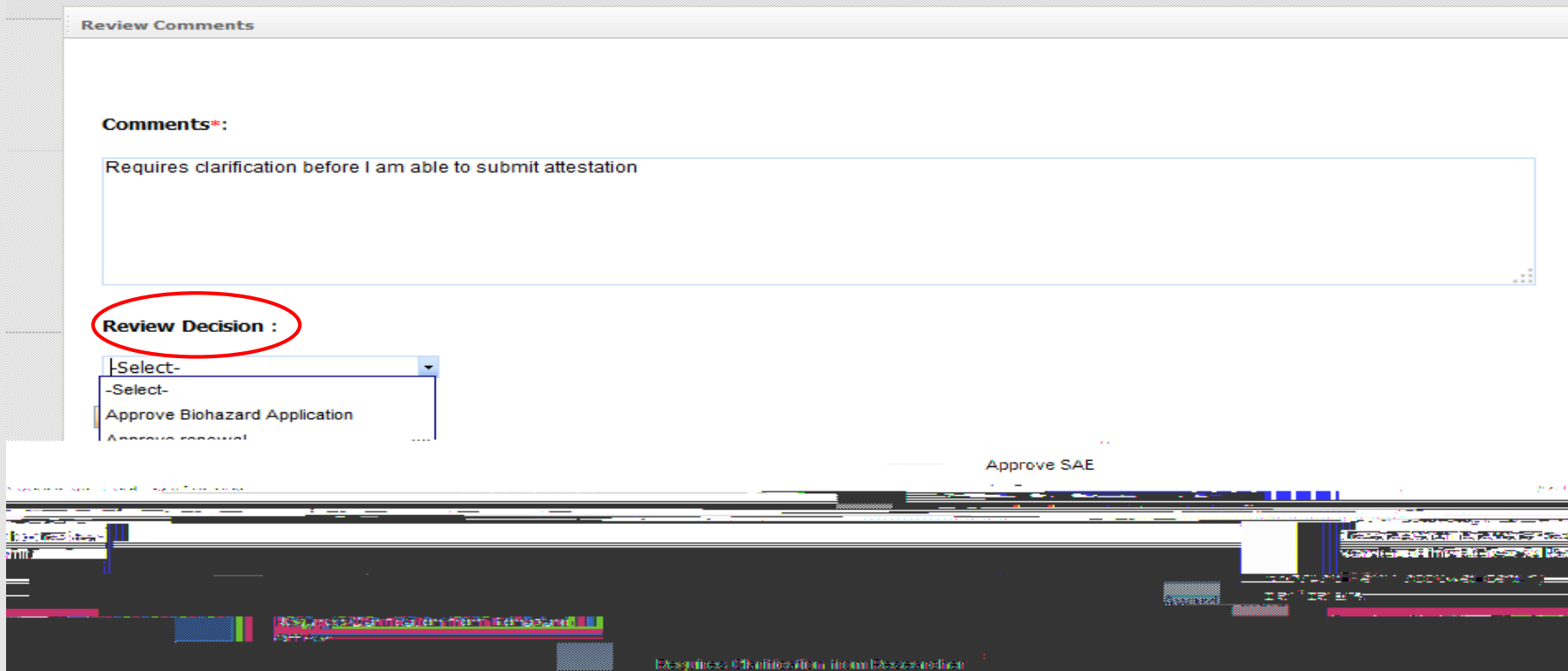
If you agree with the contents of the application and to the terms of the letter, please select the following choice from the Review Decision dropdown menu:

read and agree to the contents of the attestation letter attached to the final version of this

Complete the process by clicking on "Save" then "Submit". Once you have submitted your comments and attestation to the University Biosafety Officer, the application will disappear from your view.

Application Requires Clarification

‡ If you have questions about the application and are not able to attest to it as is, you may send it back to the Biosafety Officer for clarification. Make note of your reservations/questions in the Comments textbox and select **Requires Clarification** in the Review Decision dropdown menu.



The screenshot shows a web interface for reviewing an application. At the top, there is a header with the Queen's University logo. Below the header is a section titled "Review Comments". Inside this section, there is a "Comments*" label followed by a large text input box containing the text "Requires clarification before I am able to submit attestation". Below the text box is a "Review Decision :" label, which is circled in red. Underneath this label is a dropdown menu with the following options: "Select-", "-Select-", "Approve Biohazard Application", and "Approve SAE". The "Approve SAE" option is highlighted. At the bottom of the page, there is a footer with the text "Requires Clarification from Biosafety Officer".



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Need assistance with TRAQ?

Contact the TRAQ Helpdesk

(613) 533-6000, ext. 78426

Email: traq@queensu.ca

If you have Biohazard specific questions, please