



Queen's

Tools for

TRAQ

# TRAQ - Biohazard Permit Module

Completing & Submitting a Biohazard Permit Application

Researchers' User Manual

November 2017



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This training manual is intended for Principal Investigators who need to submit a new Biohazard Permit Application Form through TRAQ. If your current Biohazard Permit has reached its 4<sup>th</sup> renewal or if you are applying for a new permit, please read the following instructions carefully.

Principal Investigators who need to renew an existing Biohazard Permit, submit an Amendment Form or a PI Attestation Form, or lab team



Queen's faculty and staff should use their regular Queen's NetID and strong\* password to log into the Researcher's Portal through the [Single SignOn](#)

Queen's students and external users, trying to log in for the first time, will need to complete the [Self Registration Form](#) before they can access the Researcher's Portal. Once you have registered, you will receive an automatic email with instructions on setting up your own password. From then on, you will access the Researcher's Portal through the [Post-Registration Login Site](#)

# Accessing the Researcher's Portal



The Researcher's Portal is available

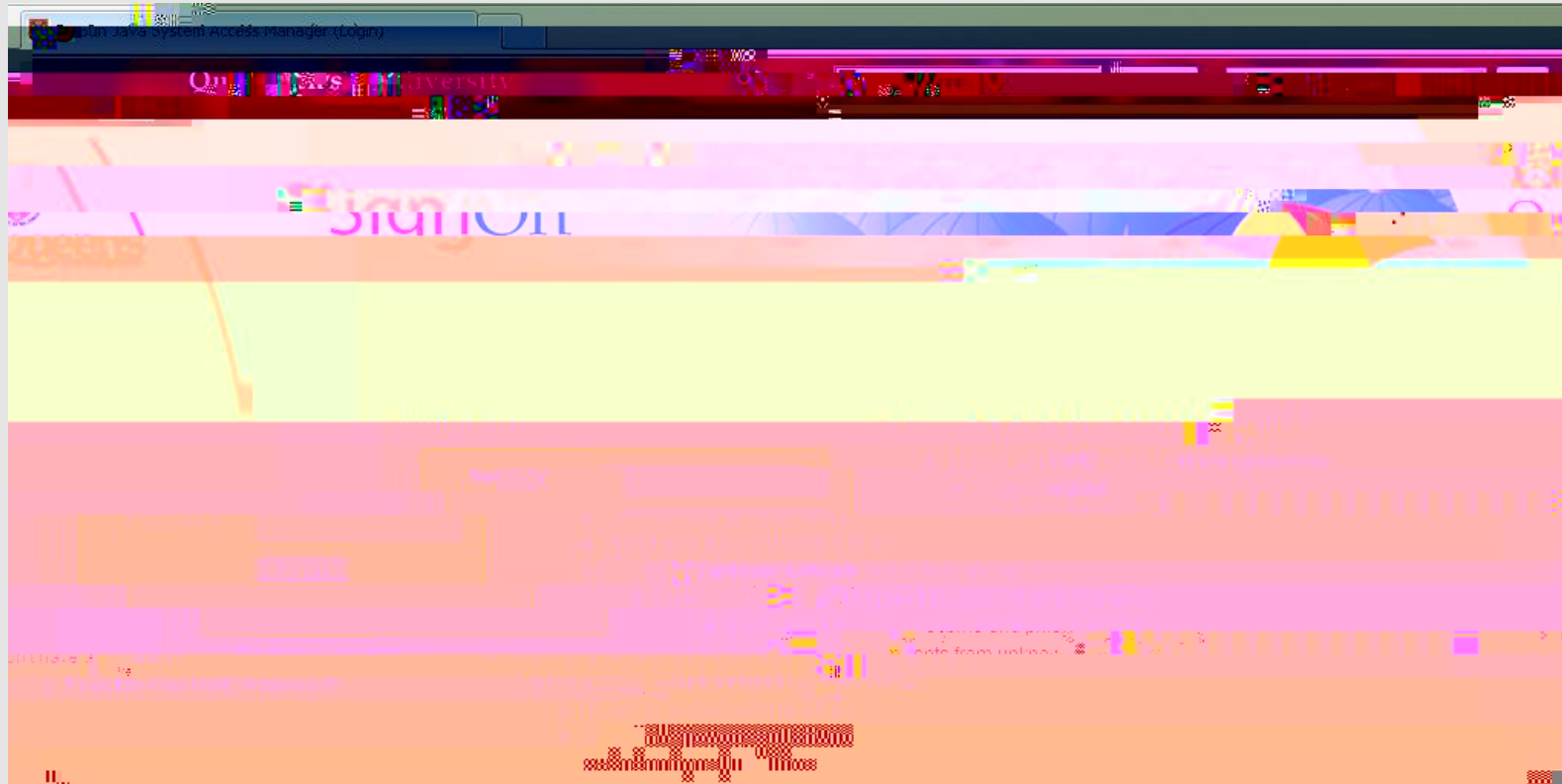
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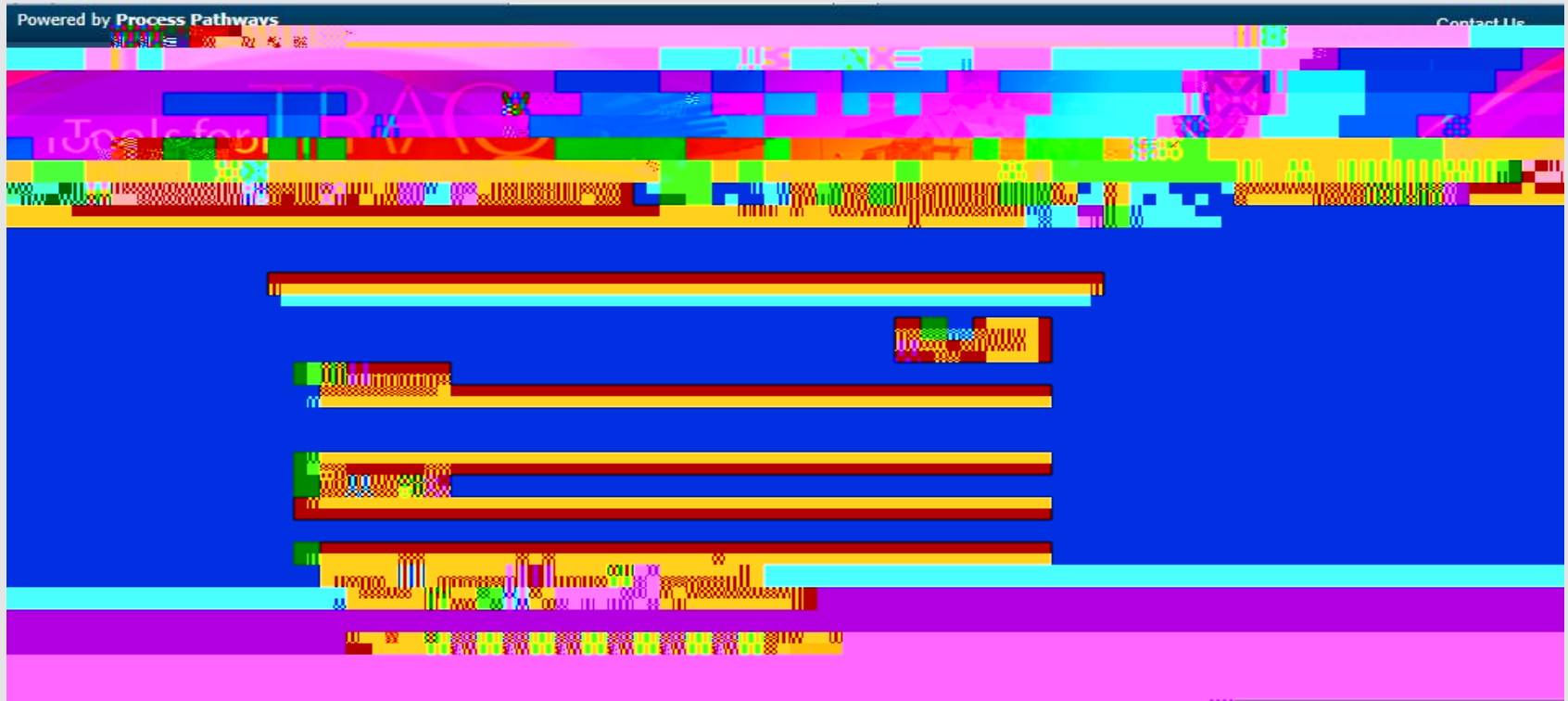
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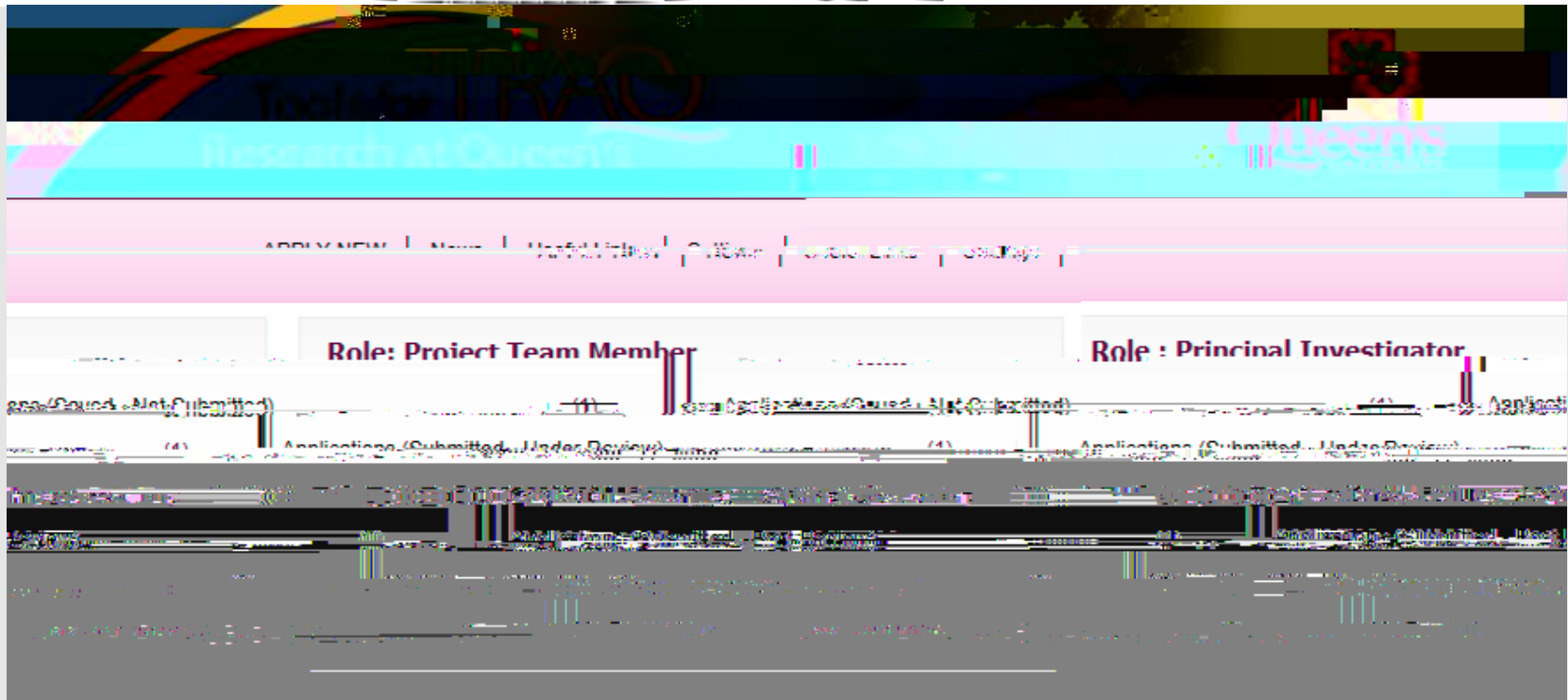


# Accessing the Researcher's Portal

After completing the Self-Registration form, Queen's students and external users will access the Researcher's Portal through the Post Registration Login site at the following URL: [https://eservices.queensu.ca/romeo\\_researcher\\_admin/](https://eservices.queensu.ca/romeo_researcher_admin/)



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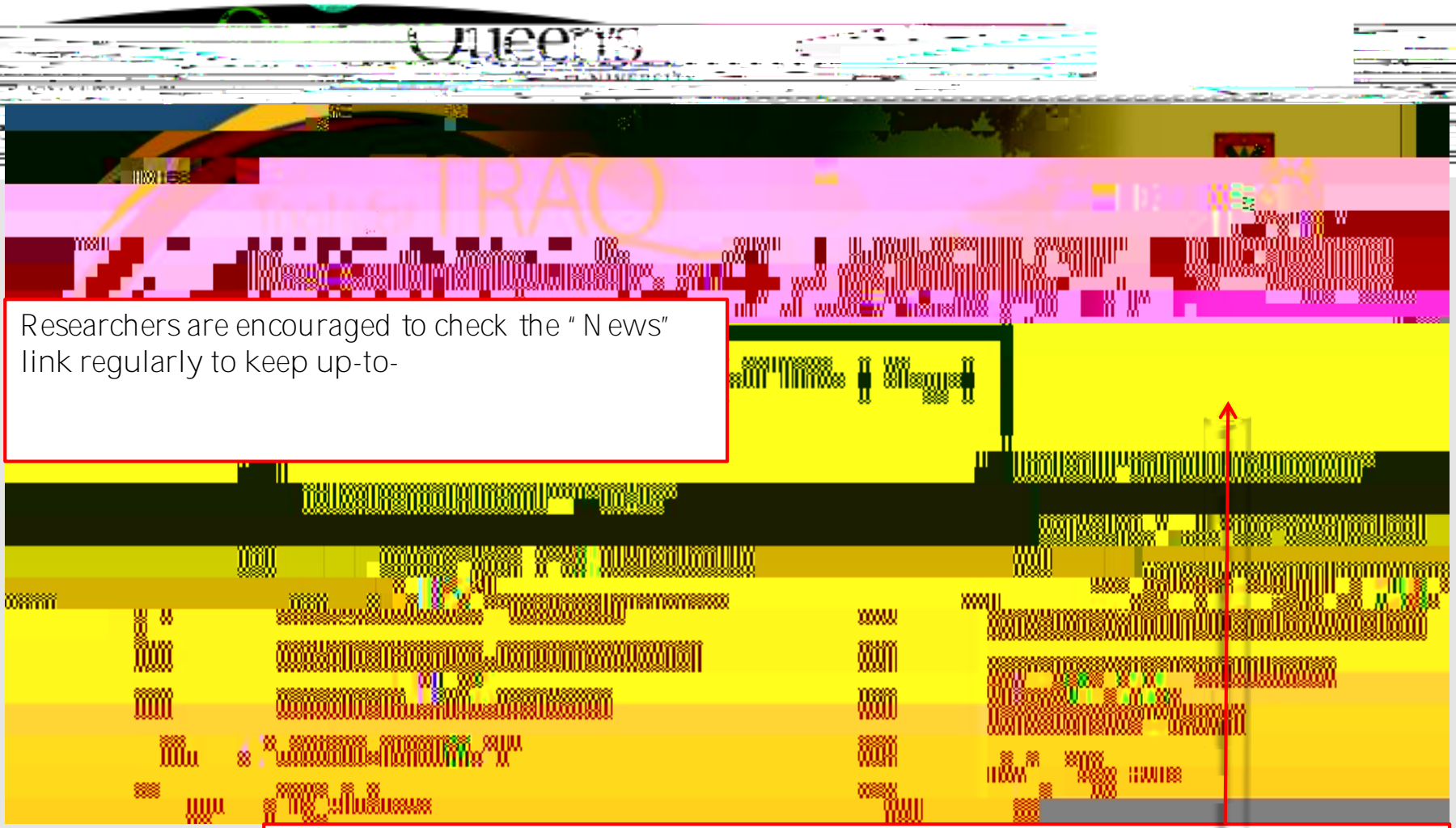
All users have Principal Investigator and Project Team Member roles. Depending

The logo for Queens University, featuring the word "Queens" in a stylized, serif font. The letter "Q" is large and prominent, with a small crown-like element above it. The rest of the word "ueens" is in a smaller, similar font. The logo is set against a dark, curved background element.

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Reviewers and other users with signing authority (Department Heads/Faculty Deans/Hospital Research

# Researcher's Portal (Cont.)



Researchers are encouraged to check the "News" link regularly to keep up-to-

"Useful Links" gives users quick access to forms, documents and websites (e.g. Queen's Biosafety Manual, Biohazard Inventory & Risk Group Table, Queen's Biosafety Website, Local Risk Assessment, etc.) commonly used by researchers.







# Project Info Tab

Application Ref No: 5548

Application Form: Biohazard Permit Application Form

IMPORTANT: Please note that all fields preceded by \* are required. Failing to complete these fields will prevent the user from submitting the form.

Enter project title, a start date, as well as any keywords which describe your project. **Please refrain from entering an end date.**

Keywords can be selected from the drop down menu or typed directly into the text box.

Related Awards

# Project Info Tab – Related Awards



Researchers must link all TRAQ DSS Forms that will be covered by the Biohazard Permit they are applying for.



# Project Info Tab – Related Awards (Cont.)

Once you've linked the TRAQ DSS Form to your Biohazard Permit Application, you will see the most important details of the TRAQ DSS Form under Related Awards, such as Award #, Title, Award Status, P.I.'s Last and First Name, Sponsor Summary and Notes.

Please link all related TRAQ DSS Forms pertinent to this Biohazard Permit Application by repeating these steps.

**Related Awards**

If you are a student, please ignore this section and continue to the next tab. If you have been awarded, research funding, click "Search" to locate and attach the related research funding. If the related funding is not found, please ignore this section and continue.

Search

Award #	Title	Award Status	PI Last Name	PI First Name	Sponsor Summary	Notes	Award
		Active	Researcher		CIHR		CATALYST GRANT

Awarded: CAD 50,000.00

Requested: CAD 50,000.00



# Important TRAQ Tips

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 "Application Saved" message in green font at the top of your screen.



Though TRAQ has no  feature, it does have a  feature! If you need to step away from your computer, you should always hit "Save" and "Close" as a precautionary measure. Failing to do so could result in information being lost and the application being "locked".

# Project Team Info Tab

The screenshot shows a web form titled "Project Team Info Tab" with a "Queens" logo at the top. The form includes a "Principal Investigator" section, which is highlighted with a red box. Below this section is a "Change PI" button. The form also contains fields for "Affiliation", "Phone1", "Phone2", and "Email".

**Principal Investigator**

Instructions: Do not hand type data for this section. The Principal Investigator (PI) section default populates with the researcher profile data for the project team member who creates the file. If you are

**Change PI**

**Affiliation:** Family of World

**Phone1:** ext. 74491

**Phone2:**

**Email:**

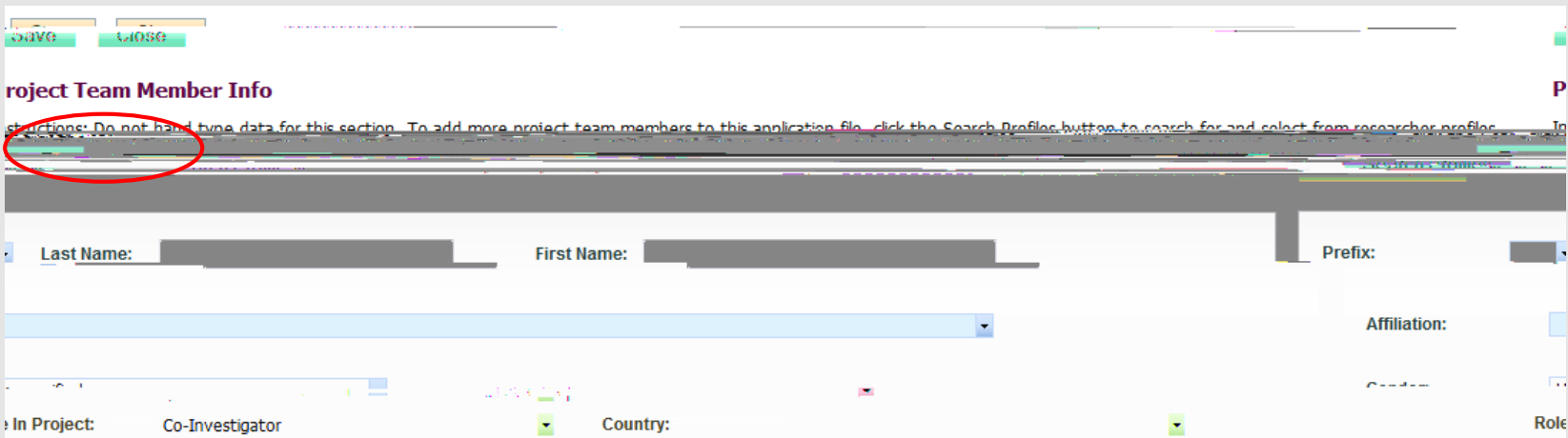


# Adding Project Team Members to Application

From the Project Team Info tab, scroll down to "Other Project Member Info" and click "Add New"



Click "Search Profiles" to find the person you need to add as team member –  
**Important: Do not enter this information manually always use "Search Profiles"**

A screenshot of a web application form titled "Project Team Member Info". At the top left, there are "SAVE" and "CLOSE" buttons. Below the title, there is a line of text that reads: "Instructions: Do not hand type data for this section. To add more project team members to this application file, click the Search Profiles button to search for and select from researcher profiles." This line of text is circled in red. Below the instructions, there are several input fields for "Last Name:", "First Name:", and "Prefix:". To the right of these fields is a dropdown menu for "Affiliation:". At the bottom of the form, there are fields for "In Project:", "Co-Investigator", "Country:", and "Role".

# Adding Project Team Members to Application



You can search the Investigator List for the name of the person to be assigned as team member. The

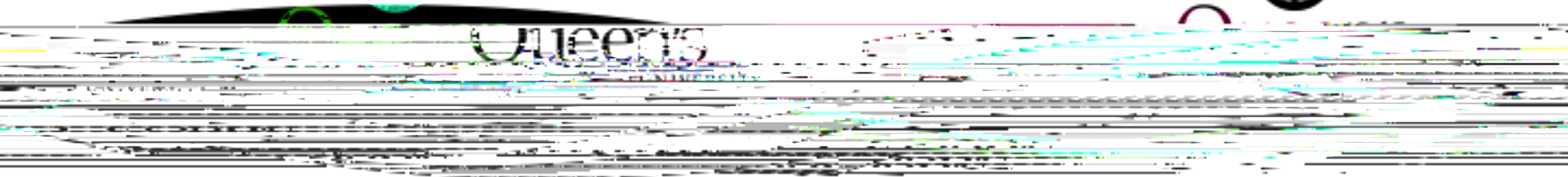
# Adding Project Team Members to Application



Once you've identified your team member - click on "select". The project team member form will be updated automatically.

Important: If you are unable to iden 362@

# Adding Project Team Members to Application



# Transferring P.I. Role to Faculty Member/Permit Holder

If you are completing this application on behalf of the P.I., you will need to transfer the P.I. role from yourself to the actual P.I. prior to submitting the application. **Important: DO NOT change P.I.'s "Last Name" and "First Name" manually – always click "Change PI"**

The screenshot shows a web application interface for managing a Principal Investigator. The page title is "Principal Investigator". A red circle highlights a button labeled "Change PI". Below the button are input fields for "First Name", "Last Name", "Rank", and "Phone1". The "Rank" dropdown is set to "Staff" and "Phone1" contains "ext 74491".

Principal Investigator


Change PI

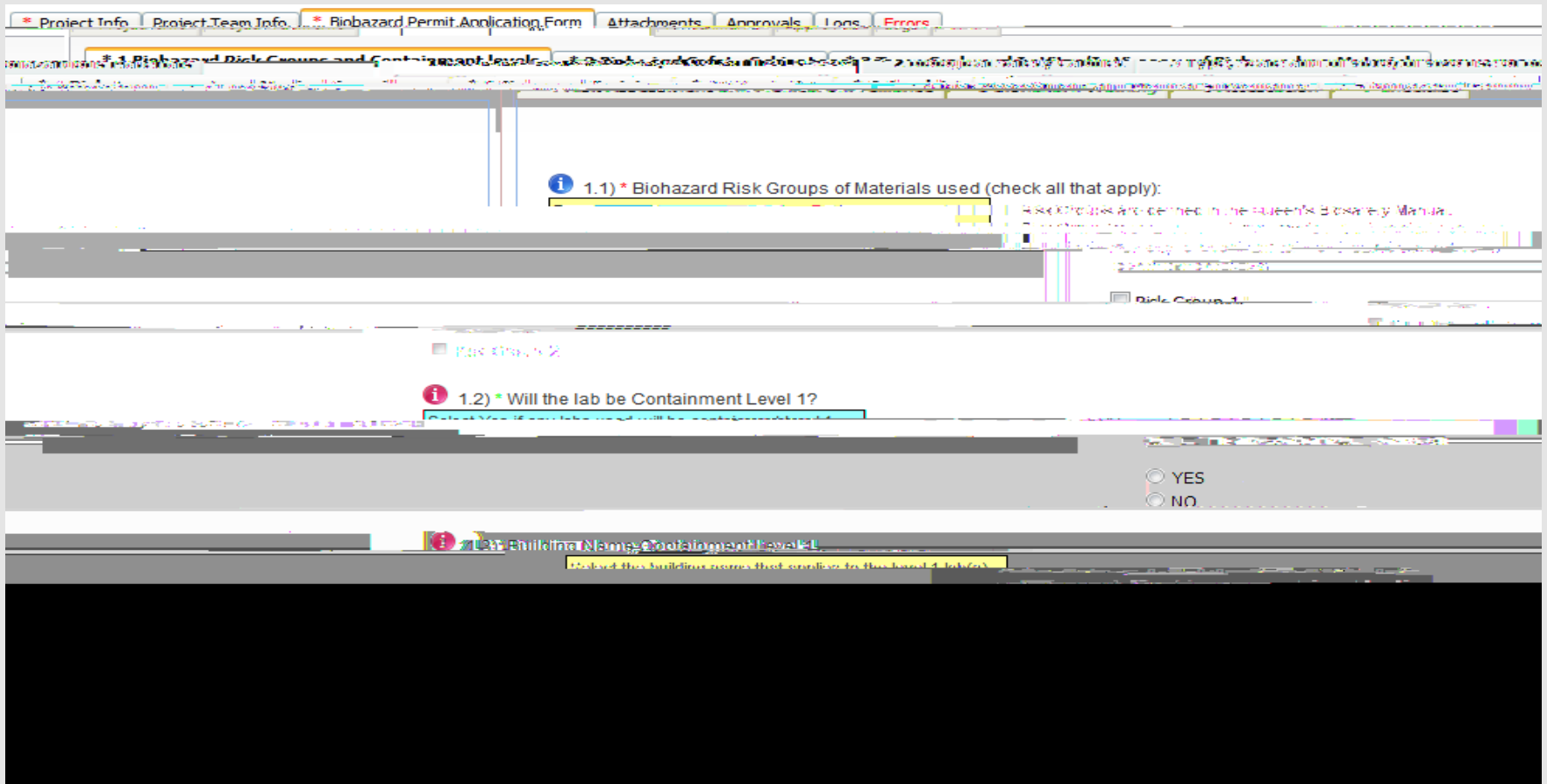
First Name: [Text Field] Last Name: [Text Field]

Rank: [Staff] Phone1: [ext 74491]



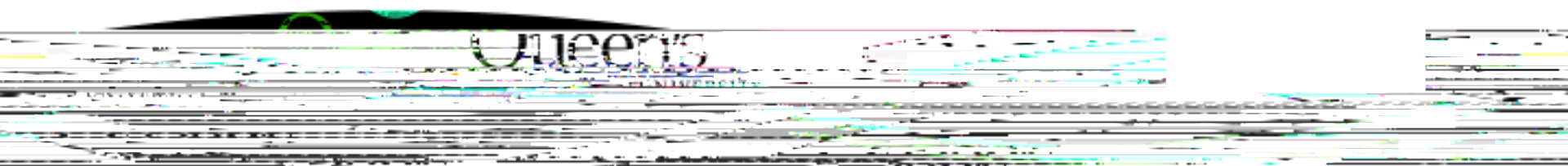
# Biohazard Permit Application Form

The Biohazard Permit Application Form has several sub-tabs all of which contain required questions. Researchers should click on  beside each question to see if additional information is available.



The screenshot displays the 'Biohazard Permit Application Form' interface. At the top, there are several tabs: '\* Project Info', 'Project Team Info', '\* Biohazard Permit Application Form', 'Attachments', 'Approvals', 'Logs', and 'Errors'. The main content area shows a question titled '1.1) \* Biohazard Risk Groups of Materials used (check all that apply):'. To the right of this question is a yellow tooltip box containing text: 'Risk Groups are defined in the Queens University Manual...'. Below this, there are several checkboxes, with 'Risk Group 1' and 'Risk Group 2' visible. Further down, another question is shown: '1.2) \* Will the lab be Containment Level 1?'. To the right of this question are two radio buttons labeled 'YES' and 'NO'. At the bottom, a third question is partially visible: '1.3) \* Will the lab be Containment Level 1?'. A yellow tooltip box is also visible below this question, containing text: 'Does the building room that equals to the level 1 lab?'. The interface is cluttered with various UI elements, including a search bar and a list of items.

# Attachments Tab



Researchers applying for a Biohazard Permit must provide a Local Risk Assessment Statement, a Lab Specific Biohazard Training Statement, and a Biohazard Inventory & Risk Group Table (all available through "Useful Links"), and, in some cases, SOP file(s), along with their application. Users may upload multiple attachments, provided that each is no larger than 5MB. Attachments may be word files, spreadsheets, JPEG files, PDFs, etc.





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# Approvals Tab

Approved by Departmental Authority

Application Ref No: 5551 Project Title: Test - Biohazard Application August 6, 2013  
Project Work Flow State: Pre Submission

Save Close Print Export to Word Export to PDF Submit

Project Info | Project Team Info | Biohazard Permit Application Form | Approvals | Project Team Info

g signing authority levels

Active	Exceptions	Role
<input type="checkbox"/>		Division Signing Authority
<input type="checkbox"/>		Department Signing Authority
	<input type="checkbox"/>	Faculty Signing Authority

The Approvals tab shows the workflow of a particular application (i.e. a Biohazard Permit Application Form will be sent to [University Research Services/Compliance Office](#) when submitted). This workflow has been pre-determined and cannot be modified by the researcher.

Although this is not detailed in the Approvals tab, please note that Department Heads will be asked to review and approve the final version of the Biohazard Permit Application after it's been reviewed by the Biohazard Committee.

# Logs Tab – Workflow Logs

The Logs tab is a useful tool that allows the applicant(s), reviewer(s) and the Biosafety Officer to track the history of the application and communicate with one another. Text in blue font represents most recent updates

The “Workflow Logs” tracks and time stamps approvals and messages

The screenshot displays a web application interface with a navigation menu at the top. The menu items are: Project Info, Project Team Info, Biohazard Permit Application Form, Attachments, Approvals, and Logs. The 'Logs' tab is selected and highlighted. Below the navigation menu, there are two radio buttons: 'Workflow Log' (selected) and 'Project Log'. A table is displayed with the following columns: User, Role/Group, Timestamp, Activity Log, Workflow State, and Workflow Message. A red circle highlights the 'User' column header. The table shows a log entry for 'Approval Decision Made' with a timestamp of '07/09/2012'. The 'Activity Log' column contains the text: 'Project Status has been changed from Pending to Active' and 'Review of Approval Decision Made'. The 'Workflow State' column contains the text: 'Review of Approval Decision Made'. The 'Workflow Message' column is empty. The 'User' column contains the text: 'Submitted By: Researcher'. The 'Role/Group' column contains the text: 'Researcher'. The 'Timestamp' column contains the text: '07/09/2012'. The 'Activity Log' column contains the text: 'Project Status has been changed from Pending to Active' and 'Review of Approval Decision Made'. The 'Workflow State' column contains the text: 'Review of Approval Decision Made'. The 'Workflow Message' column is empty.

# Logs Tab - Project Logs

The "Project Logs" tracks and time stamps every action taken on the application.

Check the "Project Logs" regularly as you are completing the application to make sure that any changes made to the application have been saved.

The screenshot shows a web application interface with a navigation menu at the top containing "Project Info", "Project Team Info", "Biohazard Permit Application Form", "Attachments", "Approvals", and "Logs". The "Logs" tab is selected. Below the navigation menu, there are buttons for "Close", "Print", "Export to Word", and "Export to PDF". A red circle highlights a small icon in the top left corner of the main content area. The main content area displays a table of log entries with columns for "User", "Log Activity", and "Timestamp". The table contains three rows of data, each with a "Researcher" role. The first row shows a submission on 2013/08/07. The second row shows a submission on 2013/08/07 by "Don'tinn" with the activity "Submitted by Don'tinn". The third row shows a submission on 2013/08/06 by "Queen's Researcher" with the activity "Project Work Flow State ha".

User	Log Activity	Timestamp
Researcher		2013/08/07
Researcher		2013/08/07
Researcher	Submitted by Don'tinn	2013/08/06

# Errors Tab

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Powered by **Process Pathways** Welcome: Queen's Researcher

Biohazard Application August 6, 2013 **Application Form:** Biohazard Permit Application Form **Application Ref No:** 5551 **Project Title:** Test - Biohazard **Project Work Flow State:** Pre Submission

Export to PDF Submit Save Close Print Export to Word

Home Address Form Attachments Attachments Project Info Project Team & Roles Project Team Roles Biohazard Permit Application Form

**Biohazard Permit Application Form - 4 Risk Assessment and Medical Surveillance (1.4.4.1) - A Legible Risk Assessment statement is required.**  
Name of form attached Legible Risk Assessment file is required.

The Errors tab keeps a log of any required questions that were left unanswered. If all required questions were answered, the Errors tab disappears.

# Submitting a Biohazard Permit Application

Powered by: Process Dashboard

Microsoft Dynamics Business

Start by clicking the "Submit" button at the top of the screen to open the "Work Flow Action" screen

Workflow Log Project Log

Work Flow Action

Click on one of the two "Submit" buttons located at the top and the bottom of the "Work Flow Action" screen to submit your application for review

Submit

# Save and Continue...



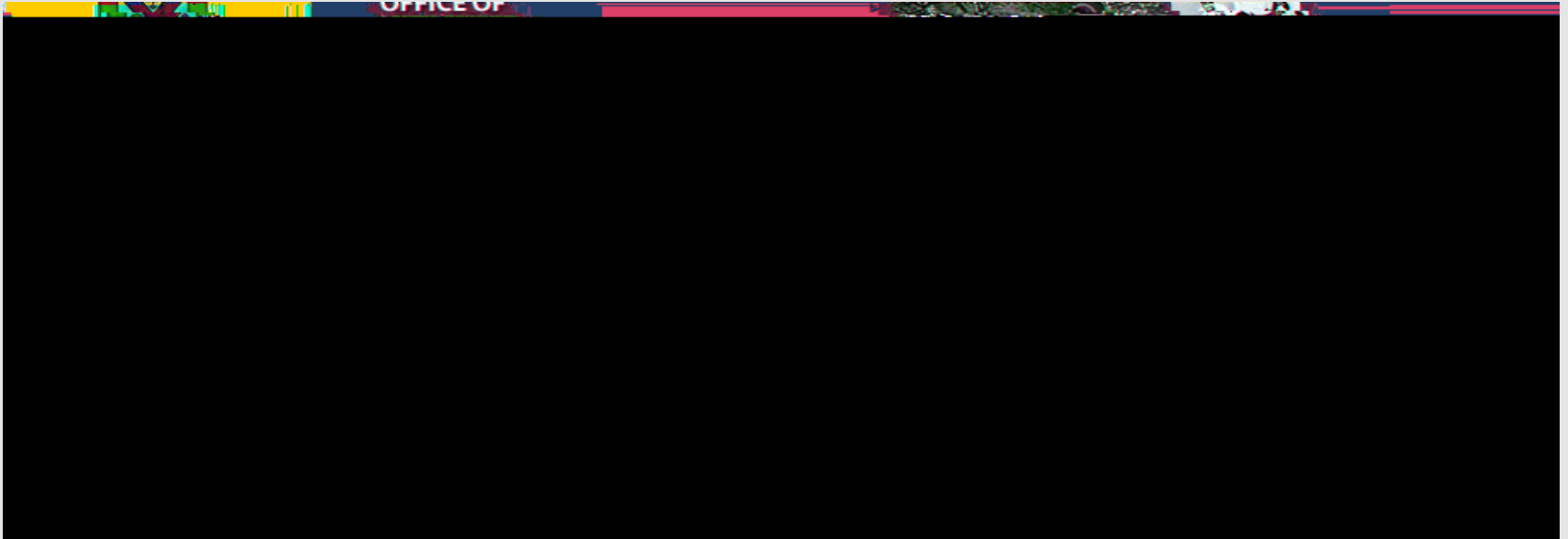
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At any point in the process, the applicant may "Save" and "Close" the application and complete it at a later date. The information entered will be saved and the user can access it again through their Researcher's home page under "Applications (Saved - Not Submitted)". **Important: Do not close that application by clicking the X at the top of your browser, doing so will result in the**

# Applications Under Review



Once you have submitted the application for review, you will receive an email confirming the reception of your application – any team member associated with the application will be copied on the correspondence. At this stage, you will not be allowed to make any changes to the application. However, it is still available for viewing under “Applications (Submitted – Under Review)”





# Work Flow State of Applications Under Review



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Once the application has been approved, the P.I. and Secondary Biohazard Contact will receive an approval email. The application can no longer be modified but is available for viewing under "Applications (Submitted - Post Review)".

Following the final approval,



Need assistance with TRAQ?

Contact the TRAQ Helpdesk

(613) 533-6000, ext. 78426

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

If you have Biohazard specific questions, please