TRAQ - Biohazard Permit Module

Completing & Submitting a Biohazard Permit Application

Researchers' User Manual

November 2017

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 4th renewal or if you are applying for a new permit, please read the following instructions carefully.

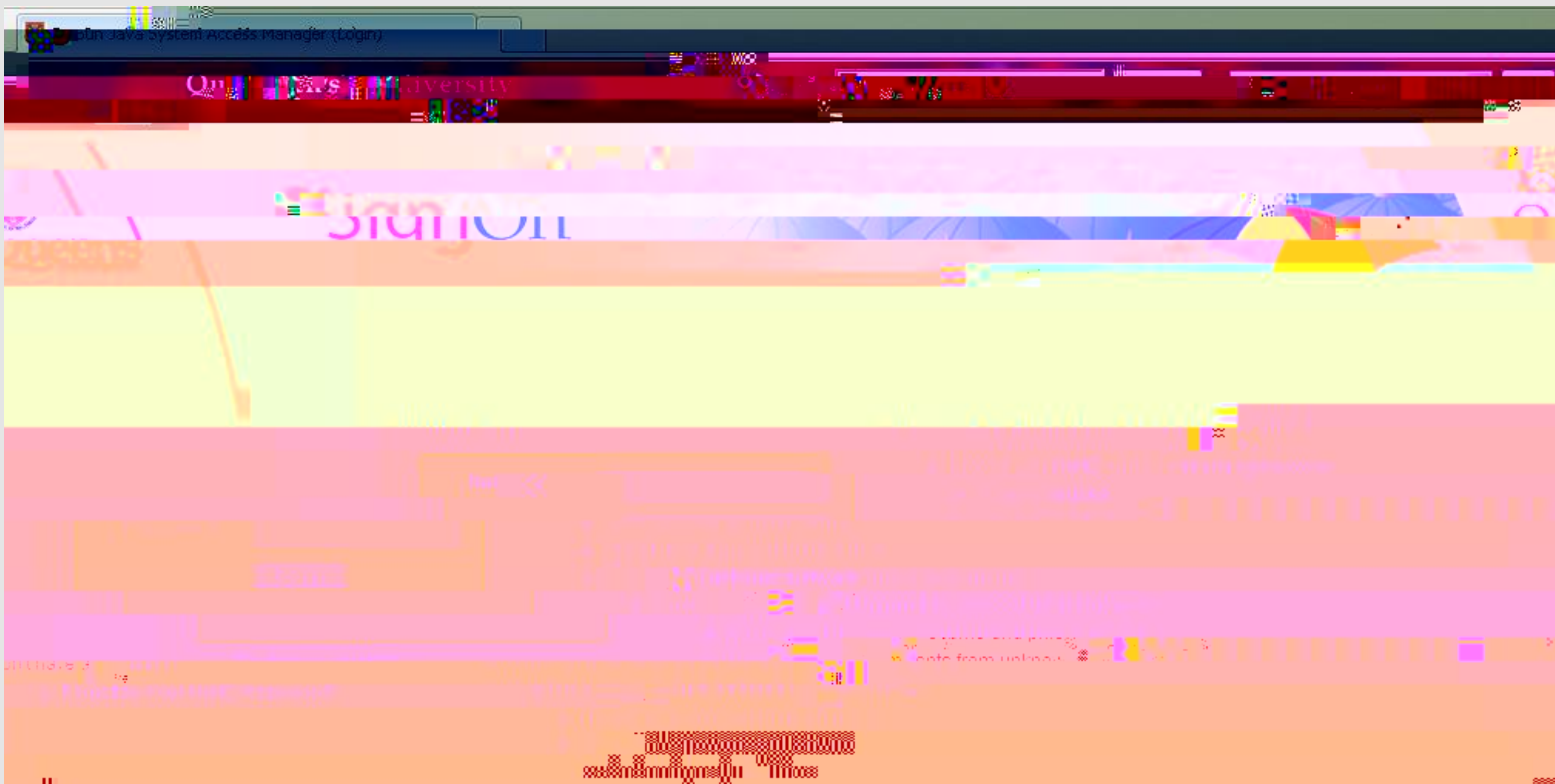
Principal Investigators who need to renew an existing Biohazard Permit, submit an Amendment Form or a PI Attestation Form, or lab team m

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

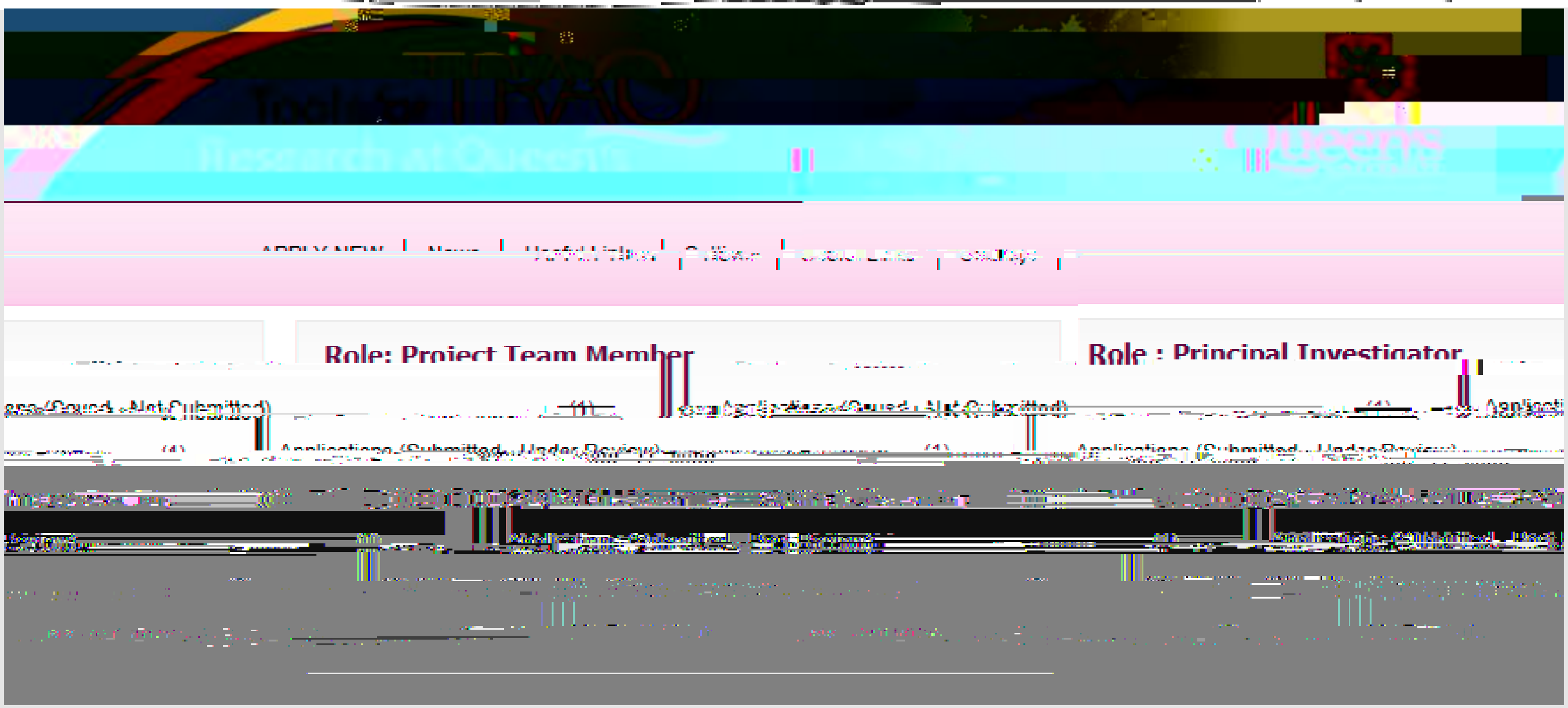
Accessing the Researcher’s Portal

The Researcher’s Portal is avaio



Accessing the Researcher's Portal

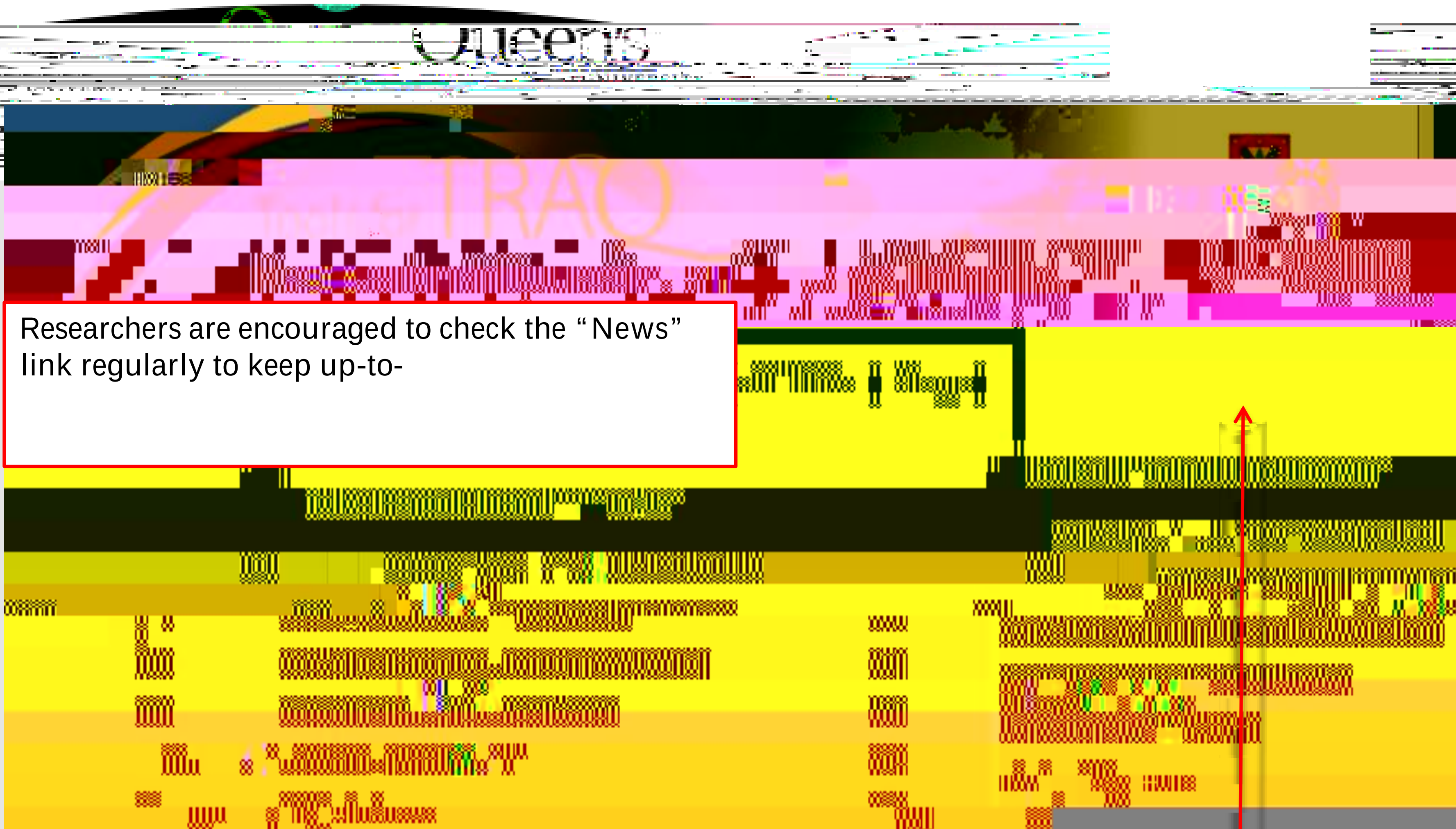
After completing the Self-Registration form, Queen's students and external users will access the Researcher's Portal through the Post Registration Login site at the following URL: https://eservices.queensu.ca/romeo_researcher_admin/



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

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

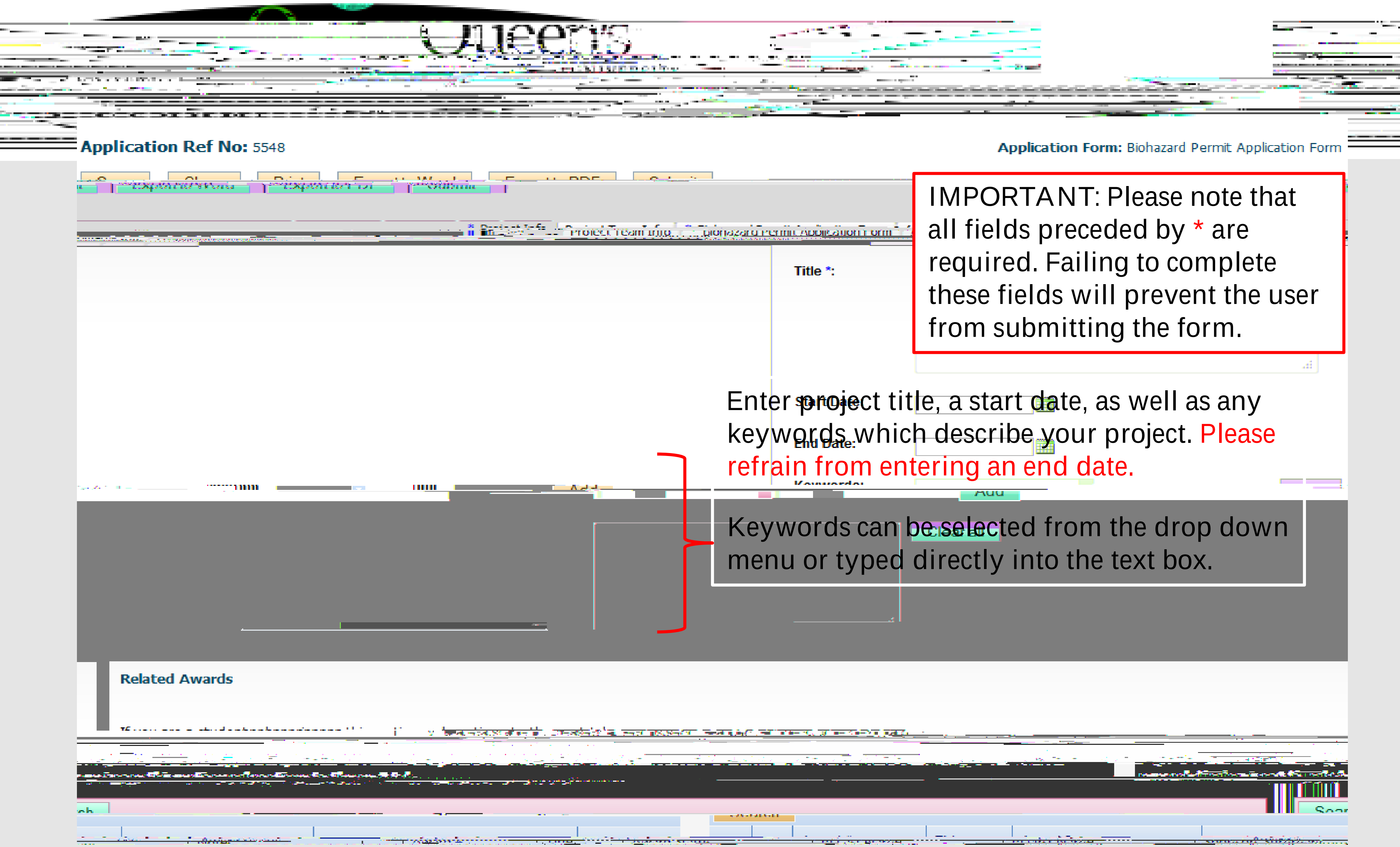
Researcher’s Portal (Cont.)



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



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.

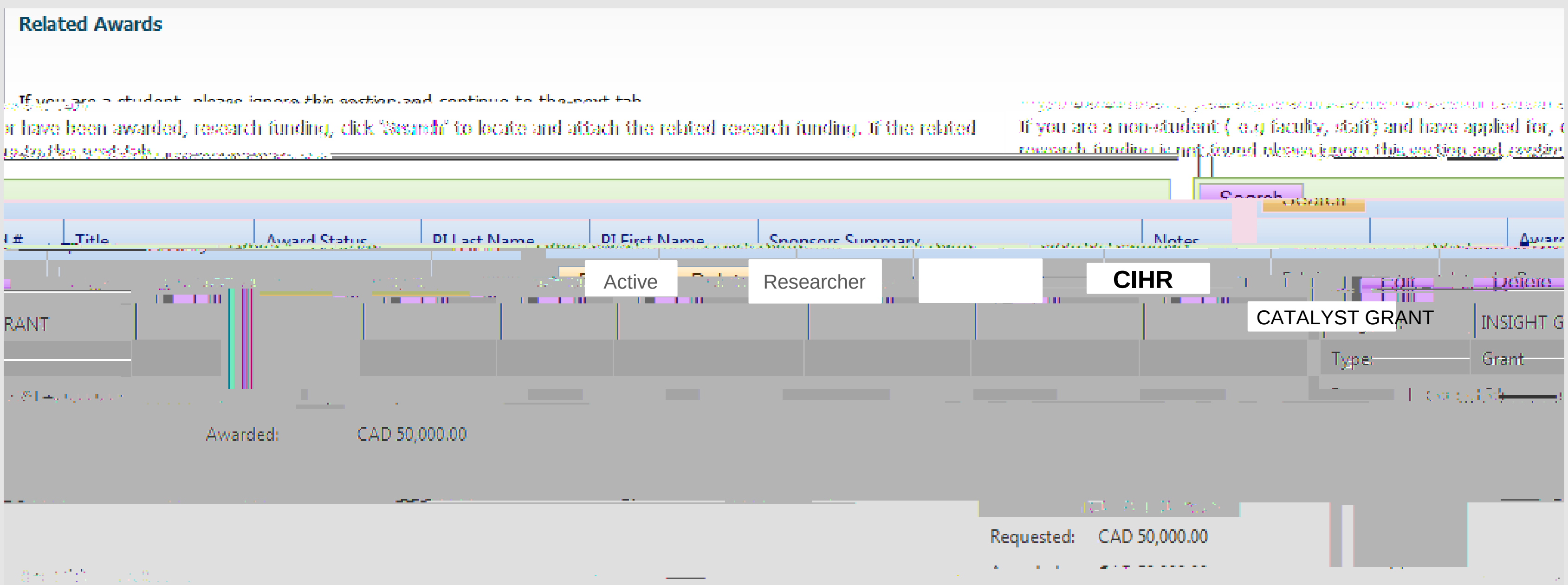
Project Info Tab – Related Awards

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.

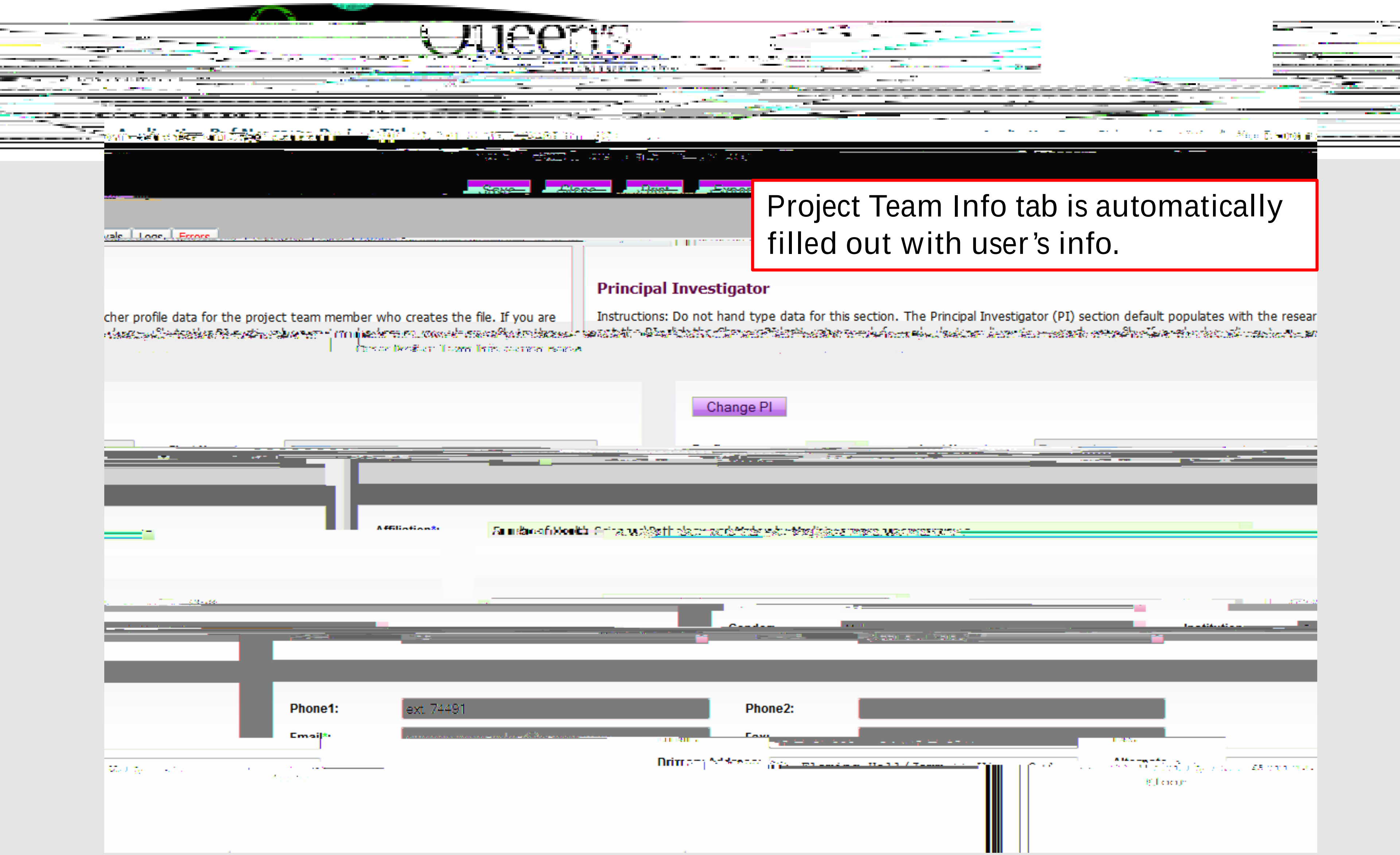


Important TRAQ Tips

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

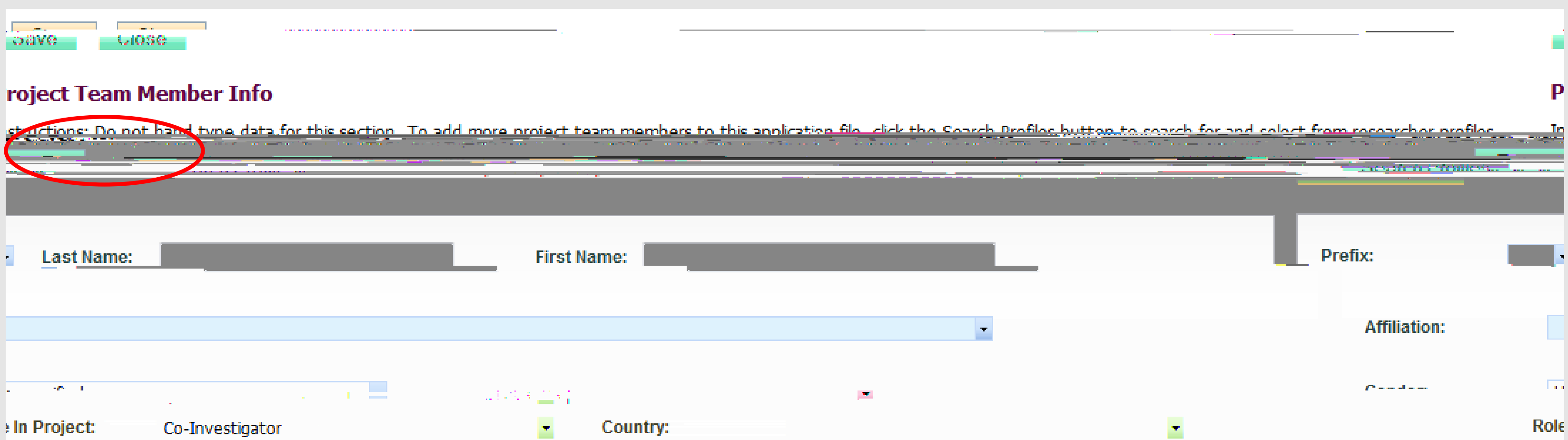


Project Team Info tab is automatically filled out with user's info.

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”



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

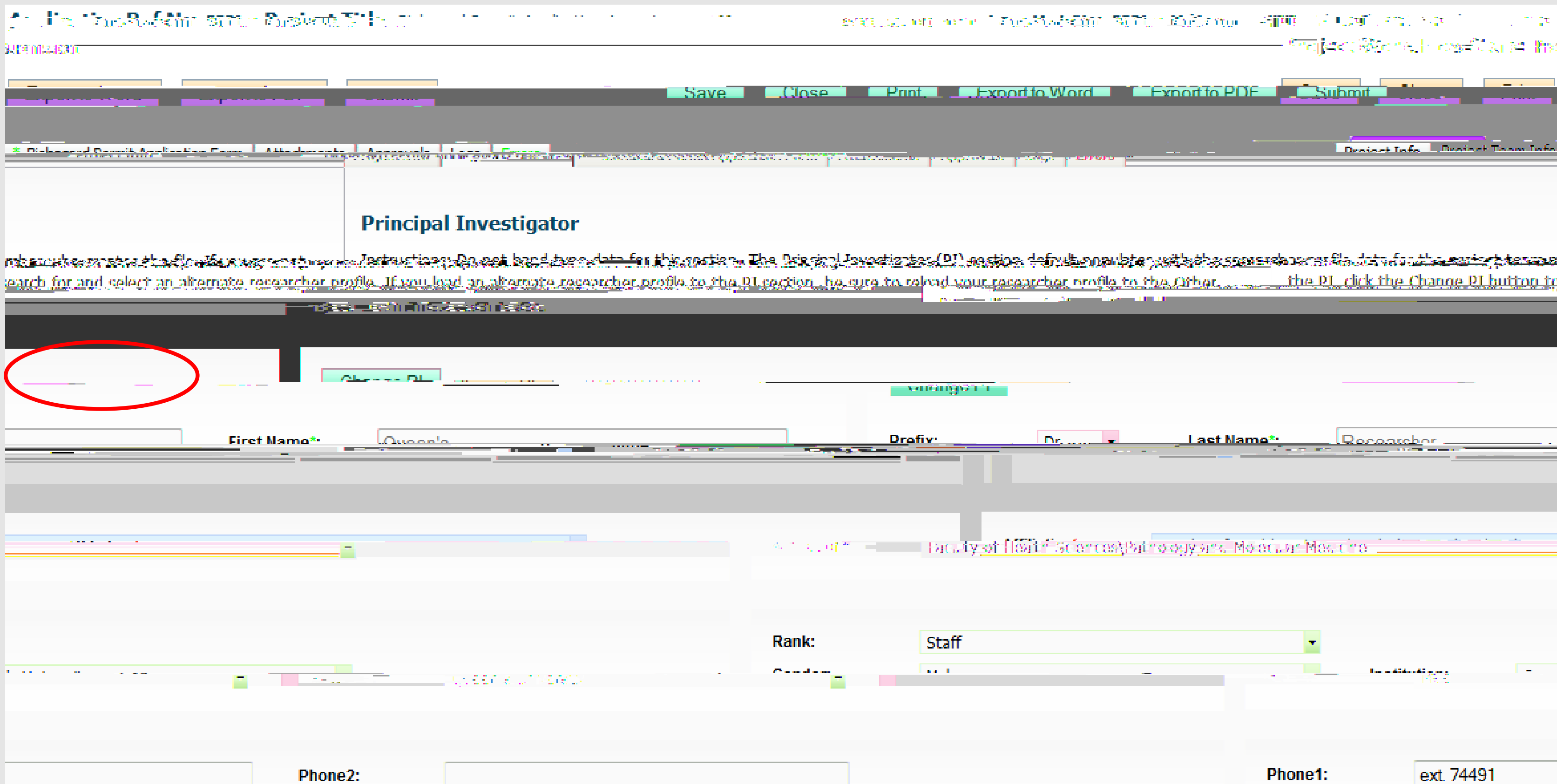
Once you’ve identified your team member – click on “select”. The project team member form will be updated automatically.

Important: If you are unable to iden 362@

Adding Project Team Members to Application

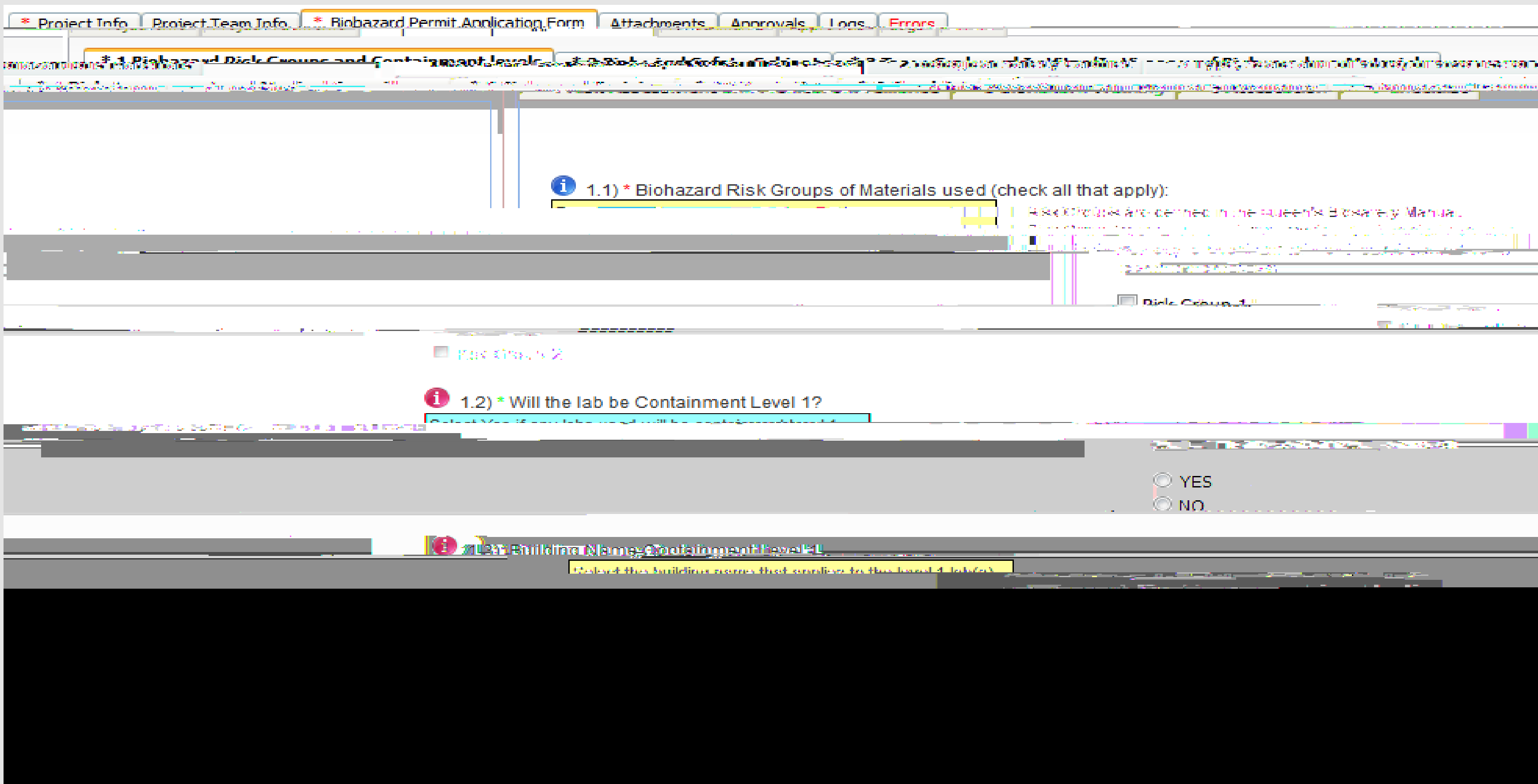
Transferring P.I. Role to Faculty Member/Permit Holder

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"



Biohazard Permit Application Form

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

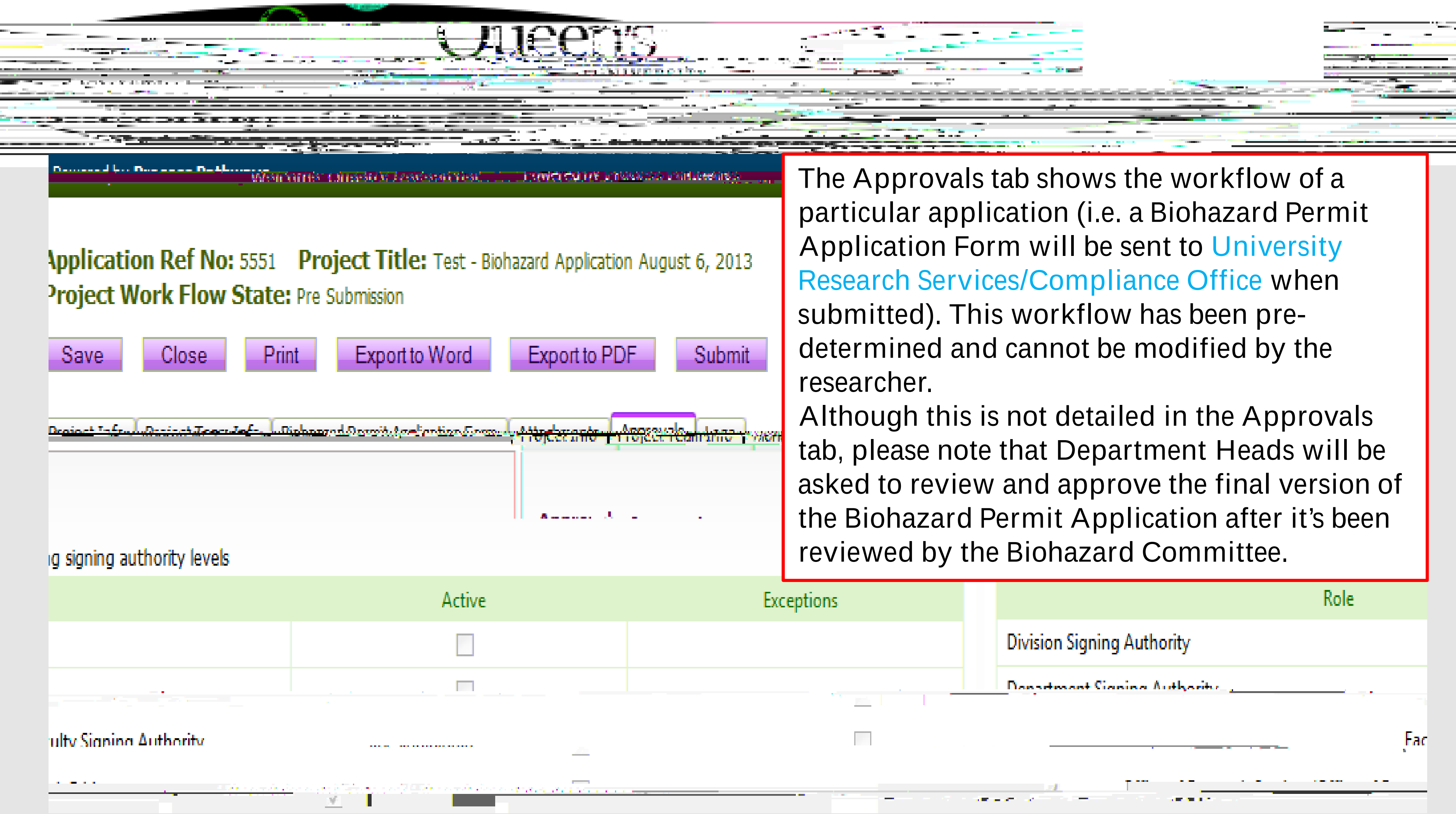


Attachments Tab

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.

Queen's

Approvals Tab



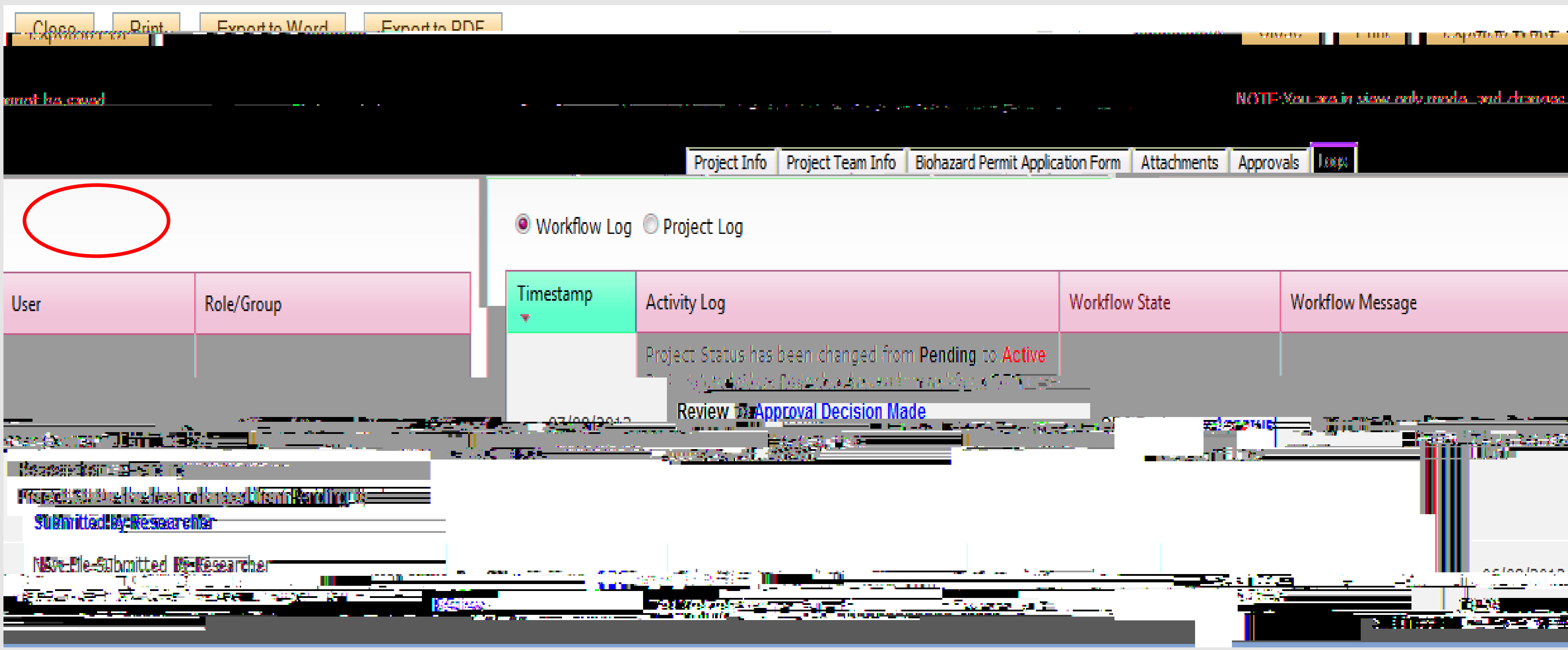
The Approvals tab shows the workflow of a particular application (i.e. a Biohazard Permit Application Form will be sent to University Research Services/Compliance Office when submitted). This workflow has been pre-determined and cannot be modified by the researcher.

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

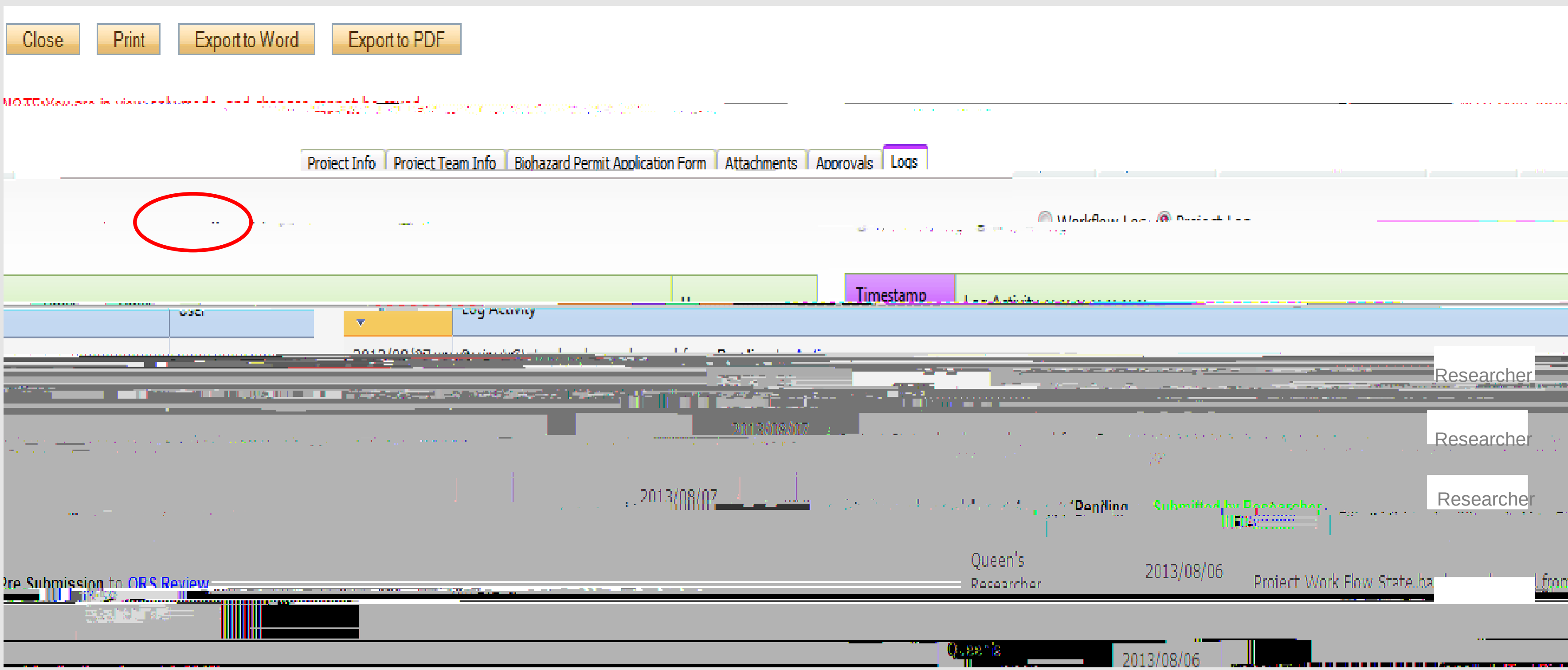
The “Workflow Logs” tracks and time stamps approvals and messages



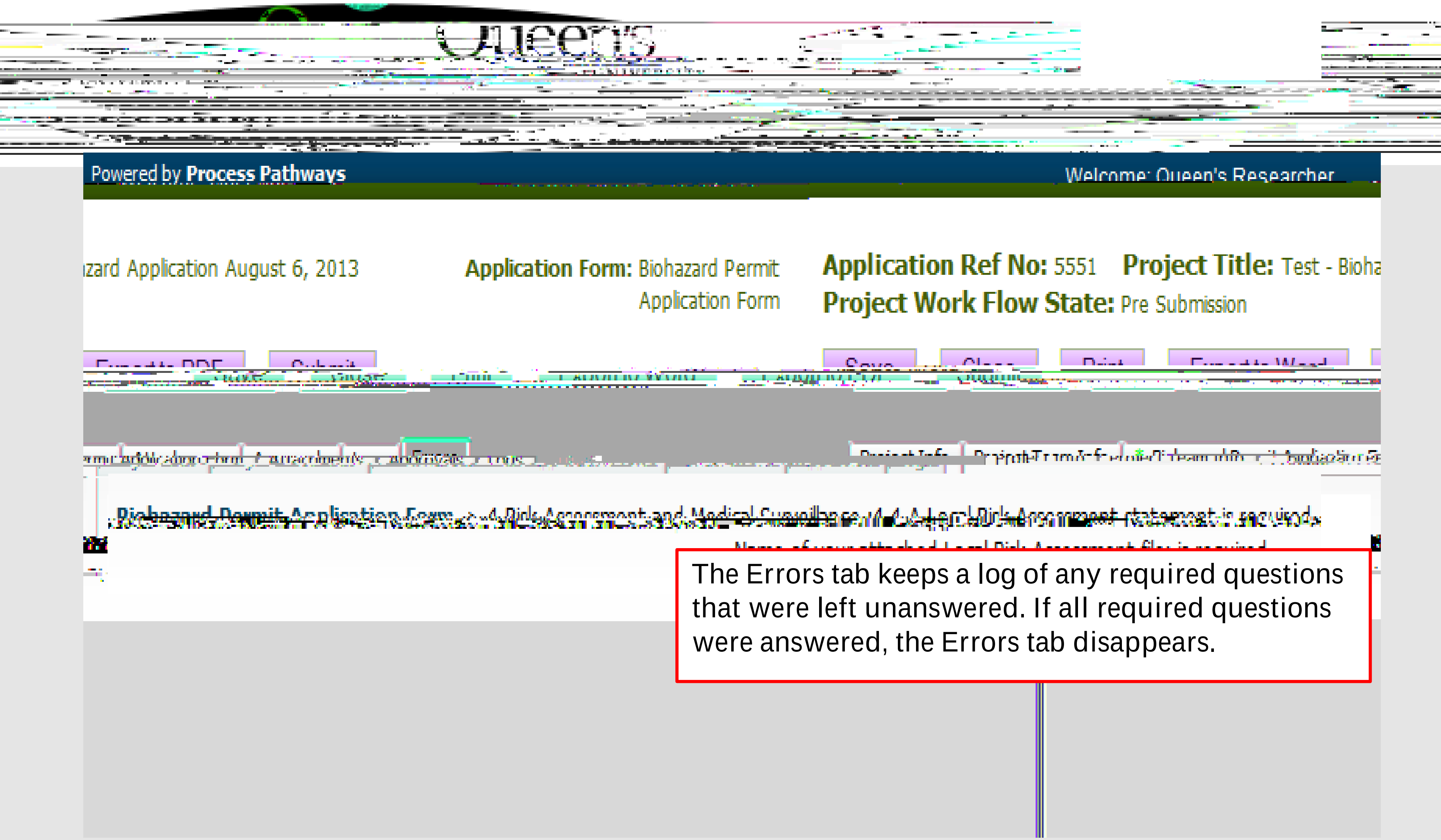
Logs Tab – Project Logs

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.

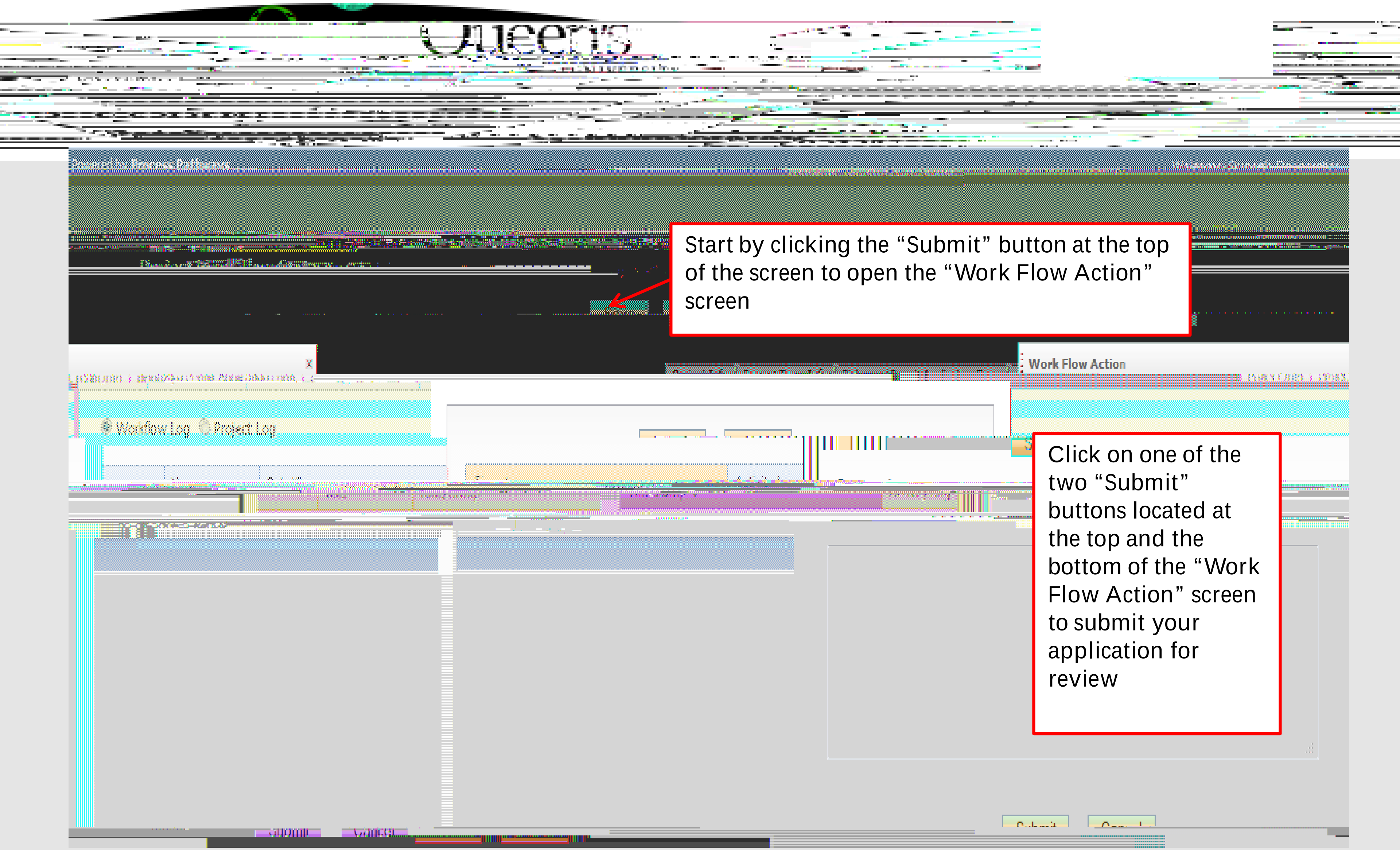


Errors Tab



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



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

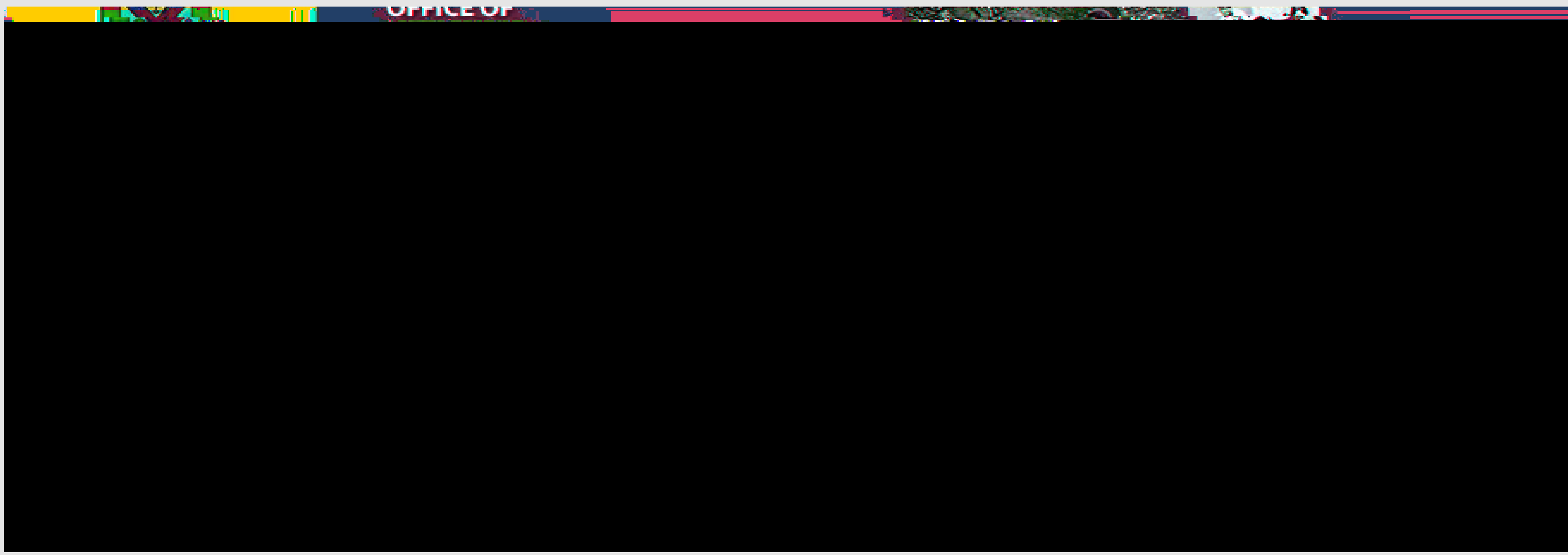
Click on one of the two “Submit” buttons located at the top and the bottom of the “Work Flow Action” screen to submit your application for review

Save and Continue…

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

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

If you have Biohazard specific questions, please