

TRAQ DSSFORM

Instructions for Researchers

¾ Log into MyQueensU/SOLUS portal (www.queensu.ca), click on My Applications, click on Go t



TRAQ DSS FORM tab

- Answer the questions on sub-tab 1, 2 and 4. (Do not complete sub-tab 3, this sub-tab only needs to be completed for hospital-based projects)

Attachments tab

- Attach any document(s) identified on the Checklist of the TRAQ DSS FORM such as: proposal, agreement, budget/budget justification, etc.
- Select Browse to upload attachment, indicate Version Date and Document type from dropdown menu.
- Click final Add Attachment to attach your document(s)

Approvals tab

- Skip this tab Approval tab only needs to be completed for hospital-based projects.

Submit

- ¾ Click Submit button at the top of the screen when ready (Important: PI is the only team member who has access to the Submit button.)
- ¾ Enter comment (e.g. Please review. ^ & your consideration _ in Comments text box, click Submit button either