TRAQ – Human Ethics Module

General Research Ethics Board (GREB)

Applying for GREB Certification

Researcher Coordinator's User Manual

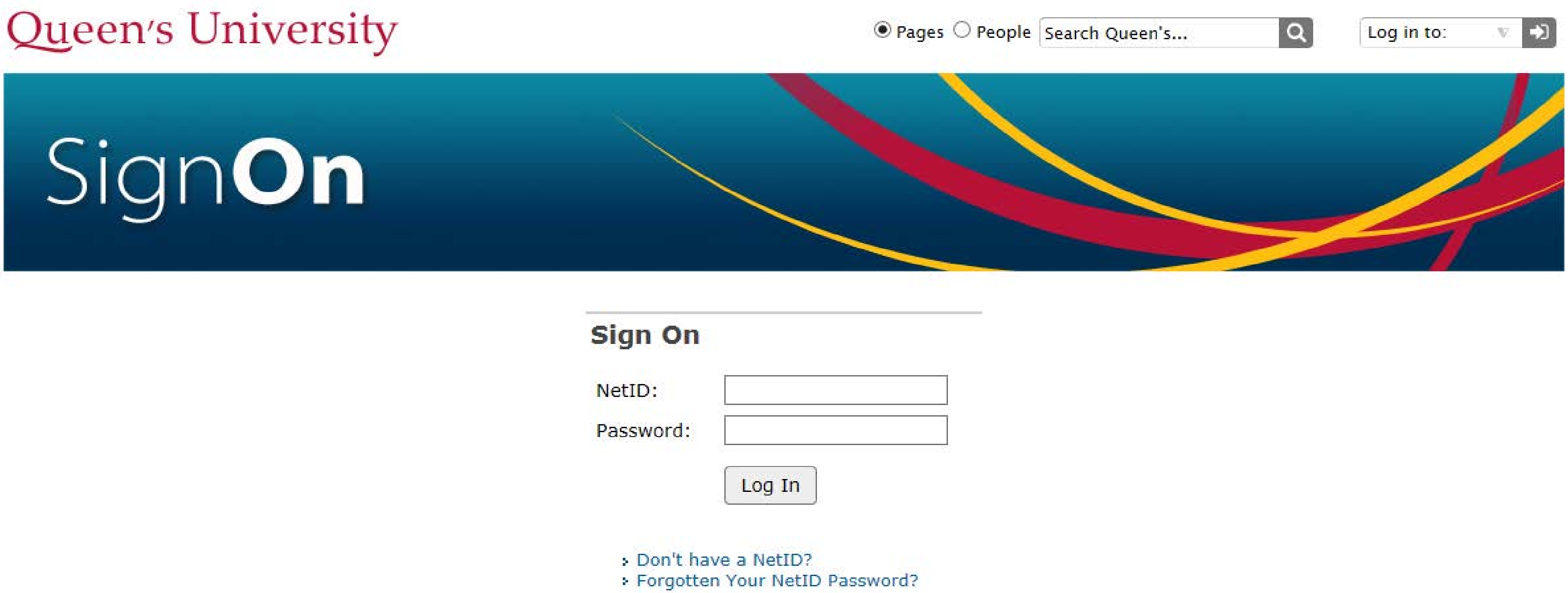
Rev. June 2015

Accessing the TRAQ Researcher Portal

- Queen's faculty and staff should use their regular Queen's NetID and strong password* to log into the TRAQ Researcher Portal through MyQueensU/SOLUS. (Once in MyQueensU, click on My Applications, and then on Go to the TRAQ Researcher Portal hyperlink.)

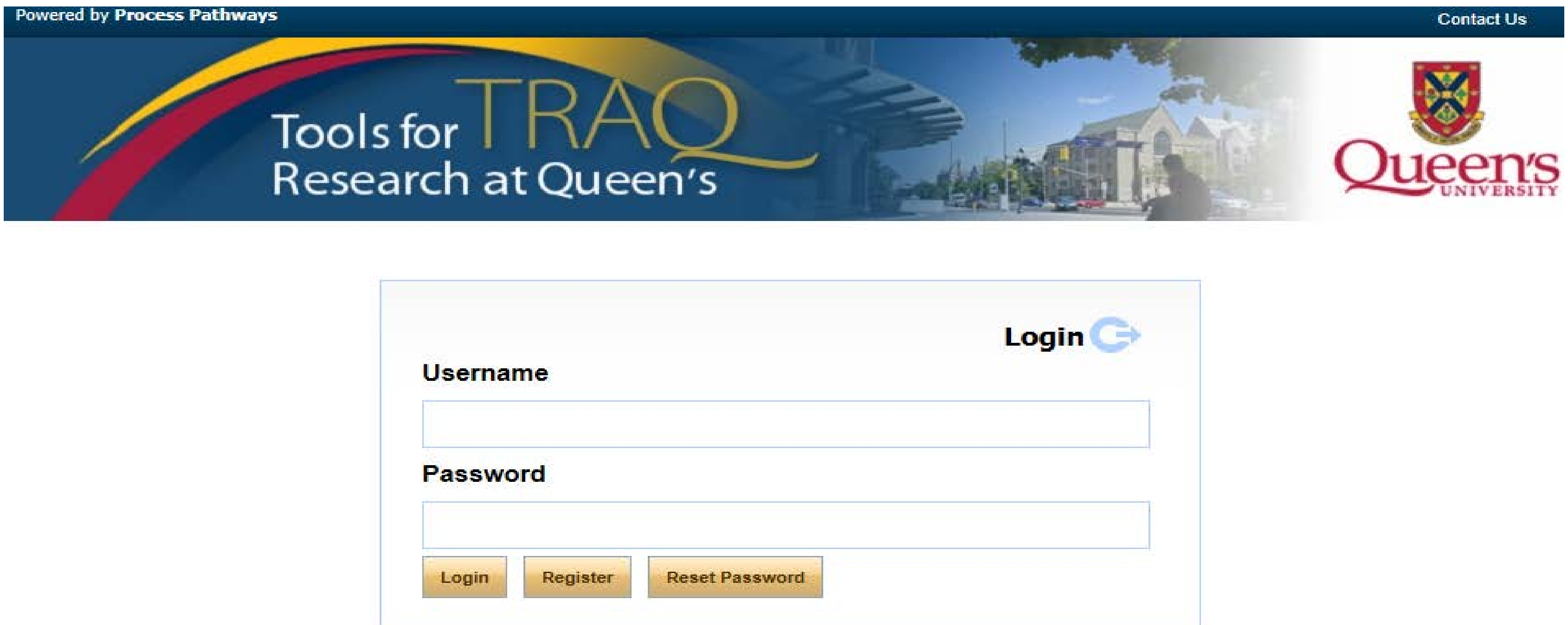
- The Researcher Portal is also available through the TRAQ website.

**Information regarding managing your Queen's NetID and strong password is available on the ITS website.*

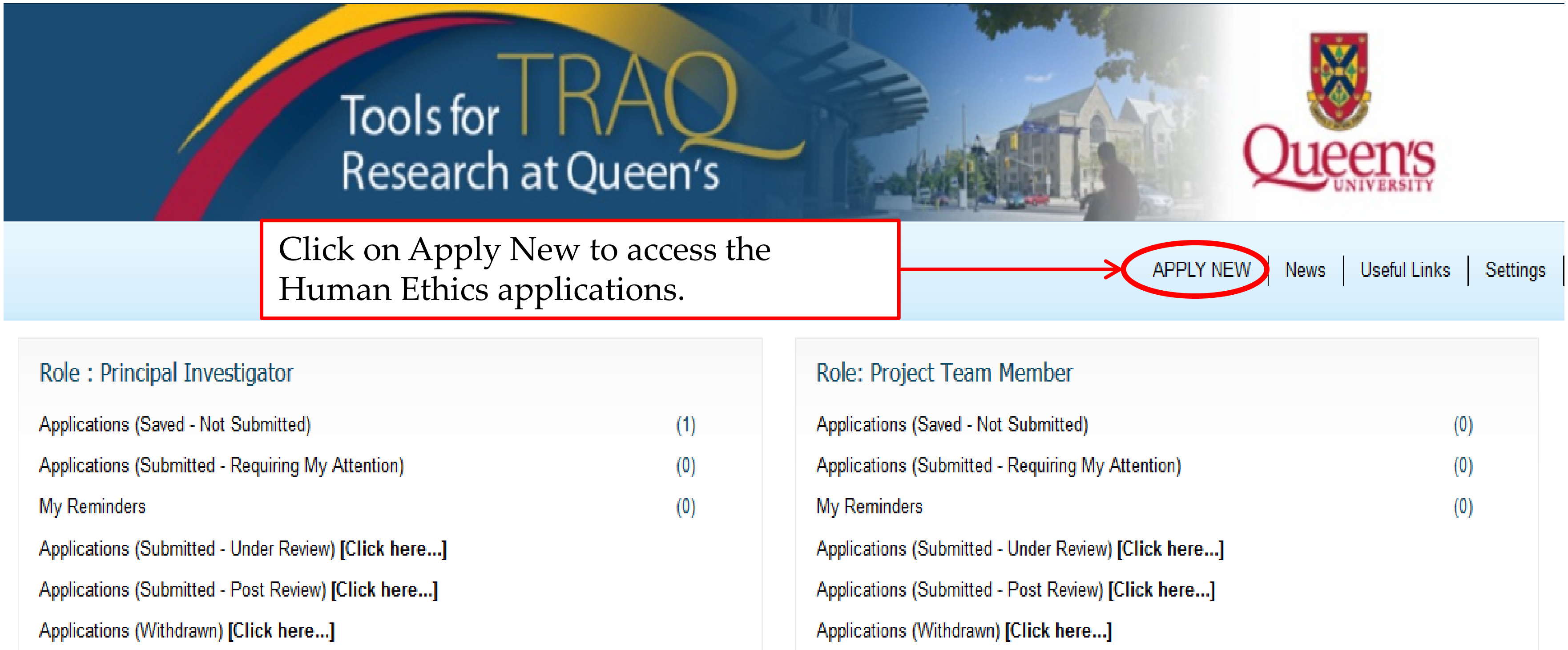


Accessing the Researcher Portal (Cont.)

- 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 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 Portal through the Post-Registration Login Site.
- When logging in through the Post Registration Login site, your username is the email address provided at the time of registration.



Researcher Portal – Describing the Homepage



Click on Apply New to access the Human Ethics applications.

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

Starting a New Human Ethics Form

Any research project involving human participants, **whether funded or not**, must receive ethics approval of one of the Ethics Boards prior to the start of the project.

- Non-Health Sciences (Social Sciences) submit to the General Research Ethics Board (GREB)
- Health Sciences and affiliated teaching hospitals submit to Health Sciences Research Ethics Board (HSREB)

New Application Forms

GREB

Application Name	Description	Status
GENERAL RESEARCH ETHICS BOARD APPLICATION FORM for ETHICS CLEARANCE (Social Sciences and Humanities)	Updated form - Ja	

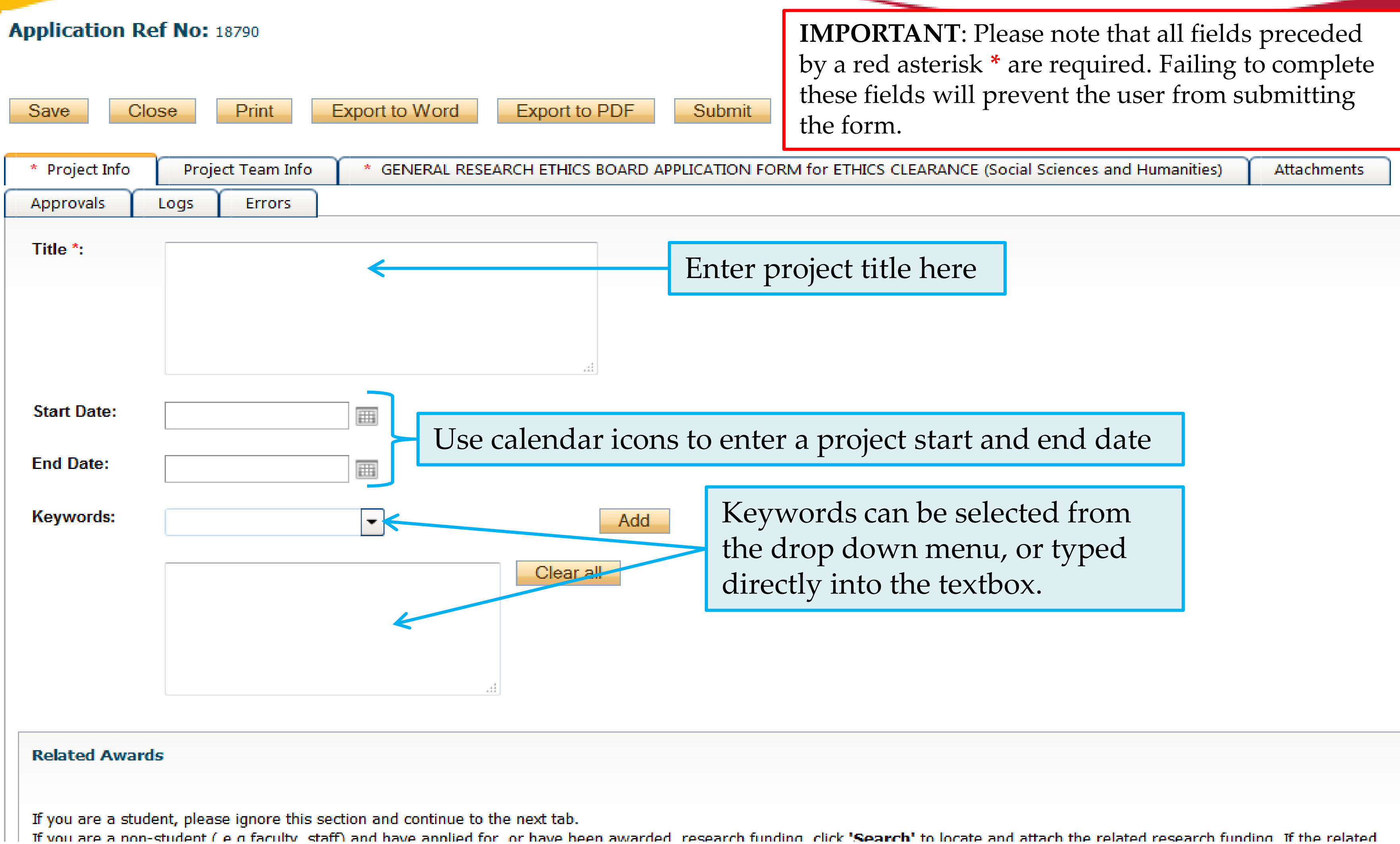
HSREB

Application Name	Description	Status
HEALTH SCIENCES RESEARCH ETHICS BOARD APPLICATION FORM for ETHICS CLEARANCE	HSREB form - upd	
Health Sciences Research Ethics Board Short Form for Critical Enquiry, Chart reviews, Questionnaires, Surveys	To be used for: chart review, critical enquiry etc.	Open

The names of the forms are hyperlinks, click on them once to open a blank application.

** HSREB applicants must choose between two application forms: the long form and short form for low risk studies. Please contact the Ethics Coordinator of the HSREB if you are unsure which form you should be completing.*

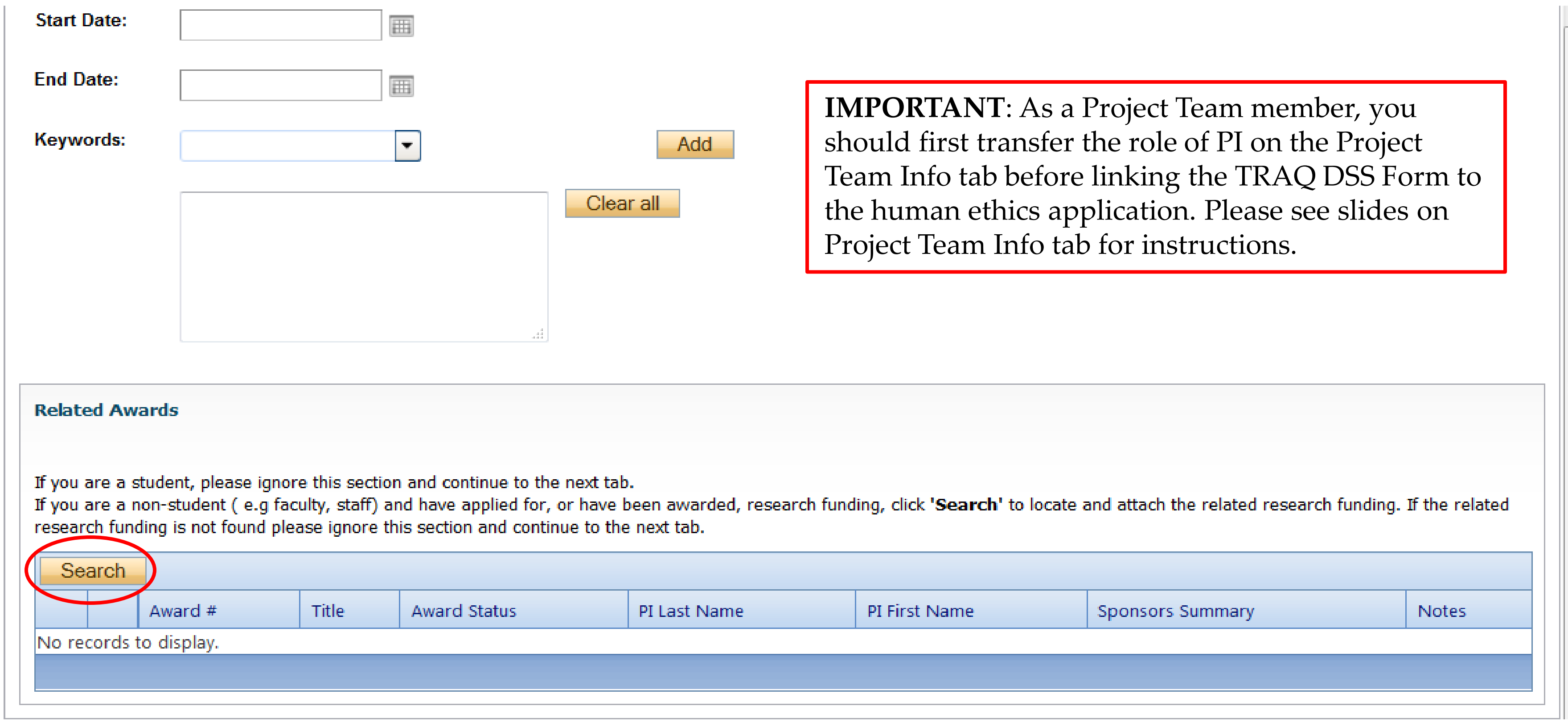
Project Info tab



Project Info tab – Related Awards

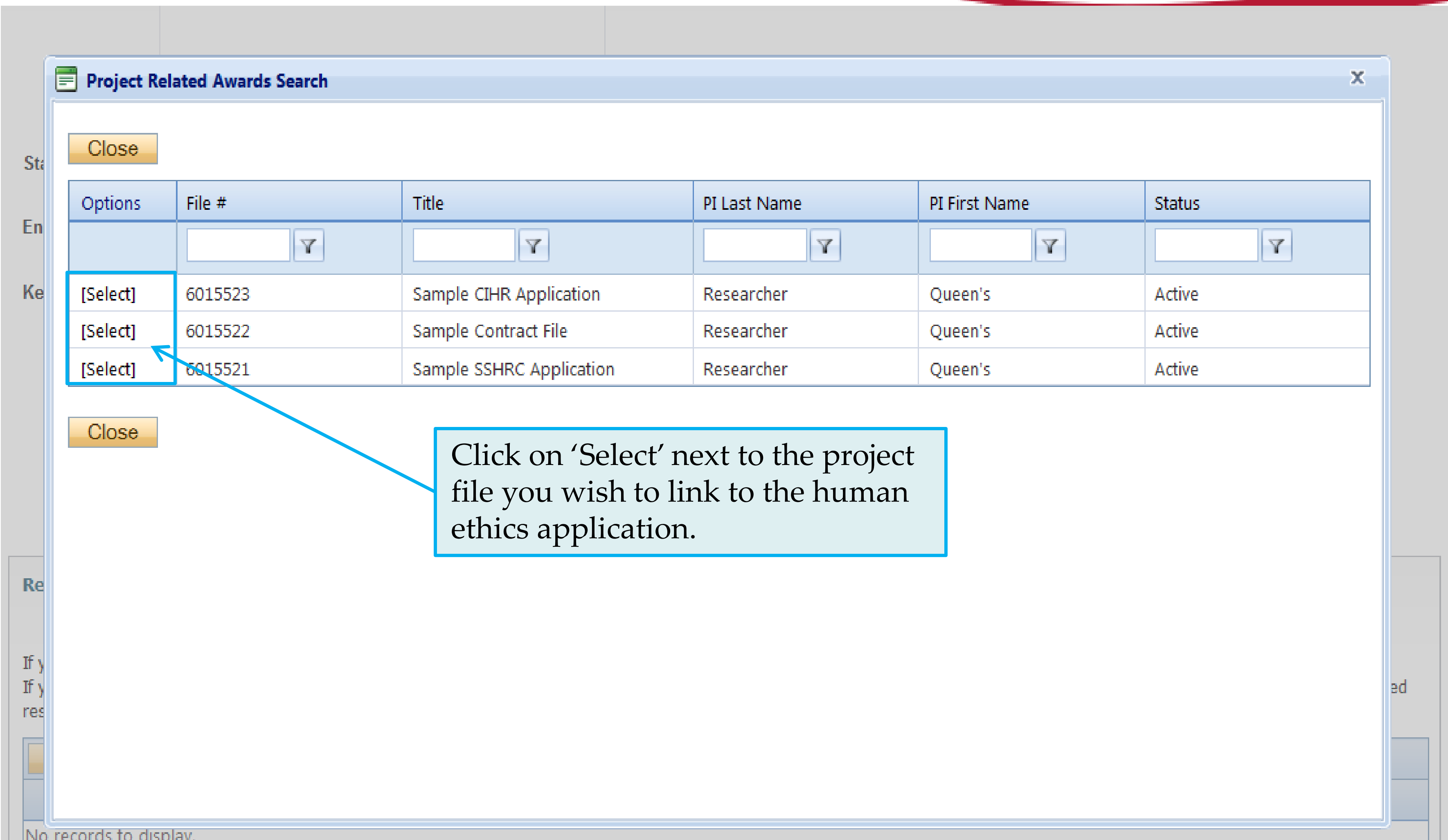
- If the PI's project is receiving funding, either through a grant or contract, it is important to link the TRAQ DSS Form to the human ethics application.

- Use the side bar to scroll down to the 'Related Awards' section of the Project Info tab screen and click on the yellow 'Search' button to view the PI's submitted TRAQ DSS Forms.



IMPORTANT: As a Project Team member, you should first transfer the role of PI on the Project Team Info tab before linking the TRAQ DSS Form to the human ethics application. Please see slides on Project Team Info tab for instructions.

Project Info tab – Related Awards (Cont.)

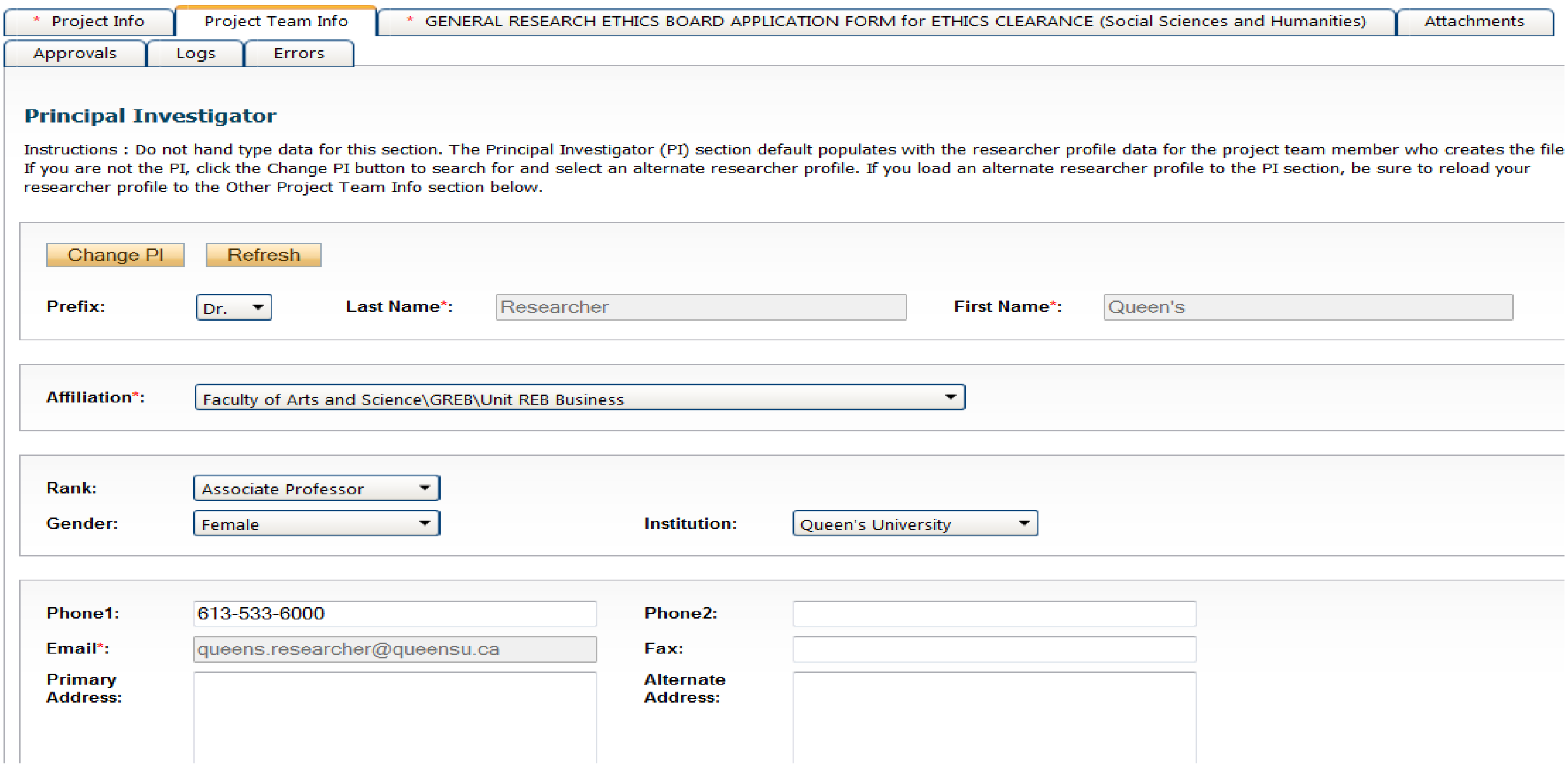


Options	File #	Title	PI Last Name	PI First Name	Status
[Select]	6015523	Sample CIHR Application	Researcher	Queen's	Active
[Select]	6015522	Sample Contract File	Researcher	Queen's	Active
[Select]	6015521	Sample SSHRC Application	Researcher	Queen's	Active

Click on 'Select' next to the project file you wish to link to the human ethics application.

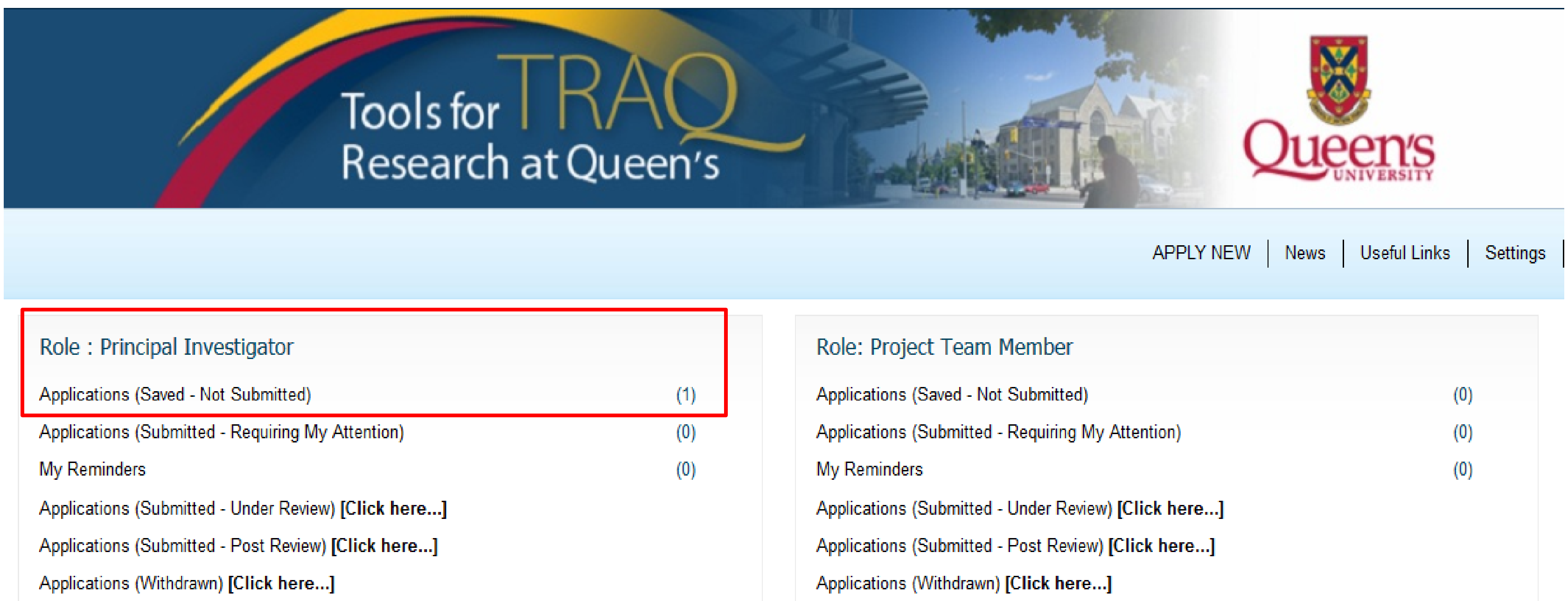
Project Team Info tab

- The top section of the Project Team Info tab (Principal Investigator section) is automatically filled out with the information of the person who created the application. If you click the Save and Close buttons, you will see that the application is still available to you under **Role: Principal Investigator**.



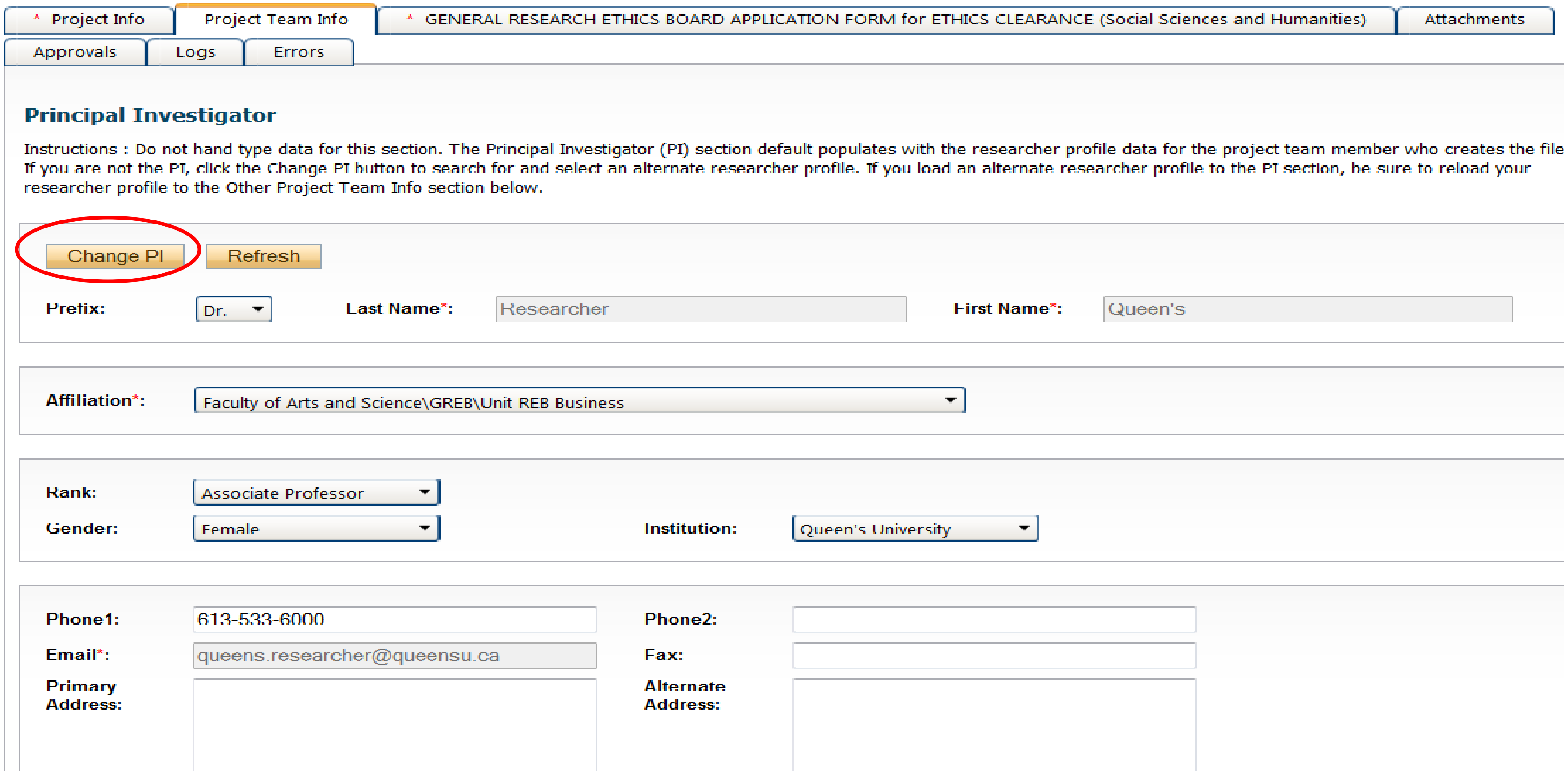
PI Role versus Project Team Member Role

- When a new application is created, TRAQ automatically designates the creator of the application as PI.
- The role of the applicant from PI to Project Team Member will need to be modified to ensure the application will follow the proper process. This can be done at any point during the completion of the form.
- As long as the applicant remains PI the application will continue to be accessible from the TRAQ Researcher Portal home page under **Role: Principal Investigator**.



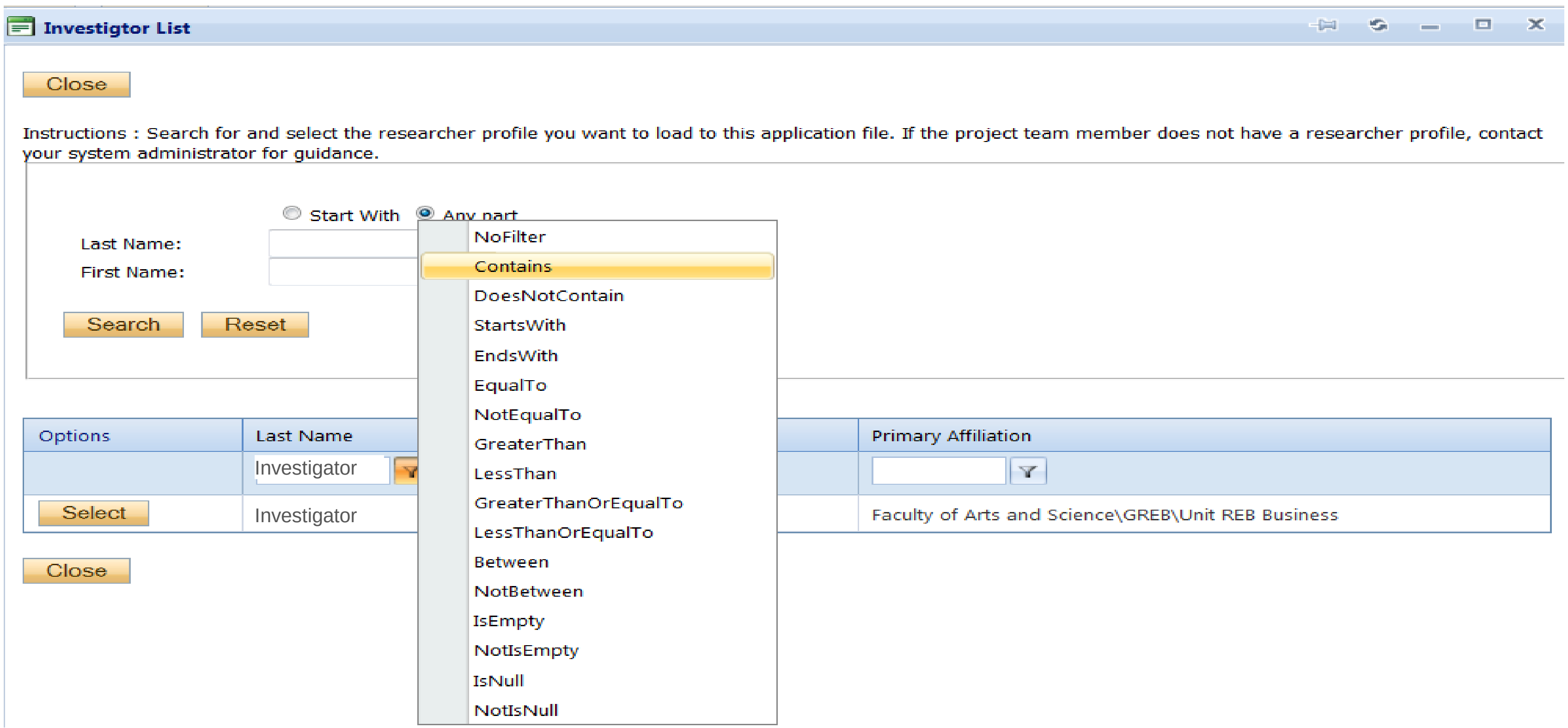
Project Team Info Tab – Change PI

- To change the role of PI over to another researcher, click on Change PI. **Important: DO NOT change P.I.'s "Last Name" and "First Name" manually – always use "Change PI" feature.**



Transferring PI Role to Another Researcher

- Search the Investigator List for the name of the person to be assigned as PI. The list can be searched in a variety of ways, i.e. type the last name of the person in the “Last Name” field, use the filter beside it to select a search criteria such as “EqualTo” or “Contains”.



Transferring PI Role to Another Researcher

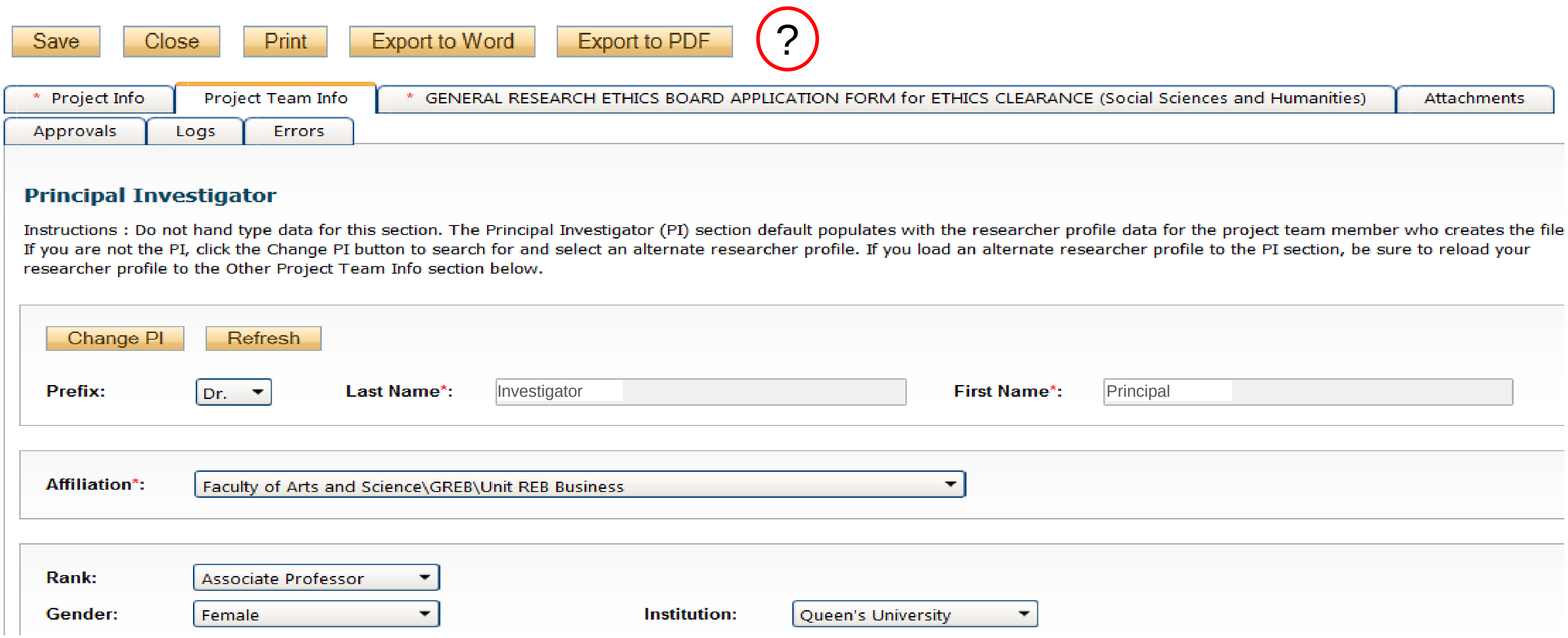
- Once you've identified your PI – click on Select.

Options	Last Name	First Name	Primary Affiliation
	Investigator		
Select	Investigator	Principal	Faculty of Arts and Science\GREB\Unit REB Business

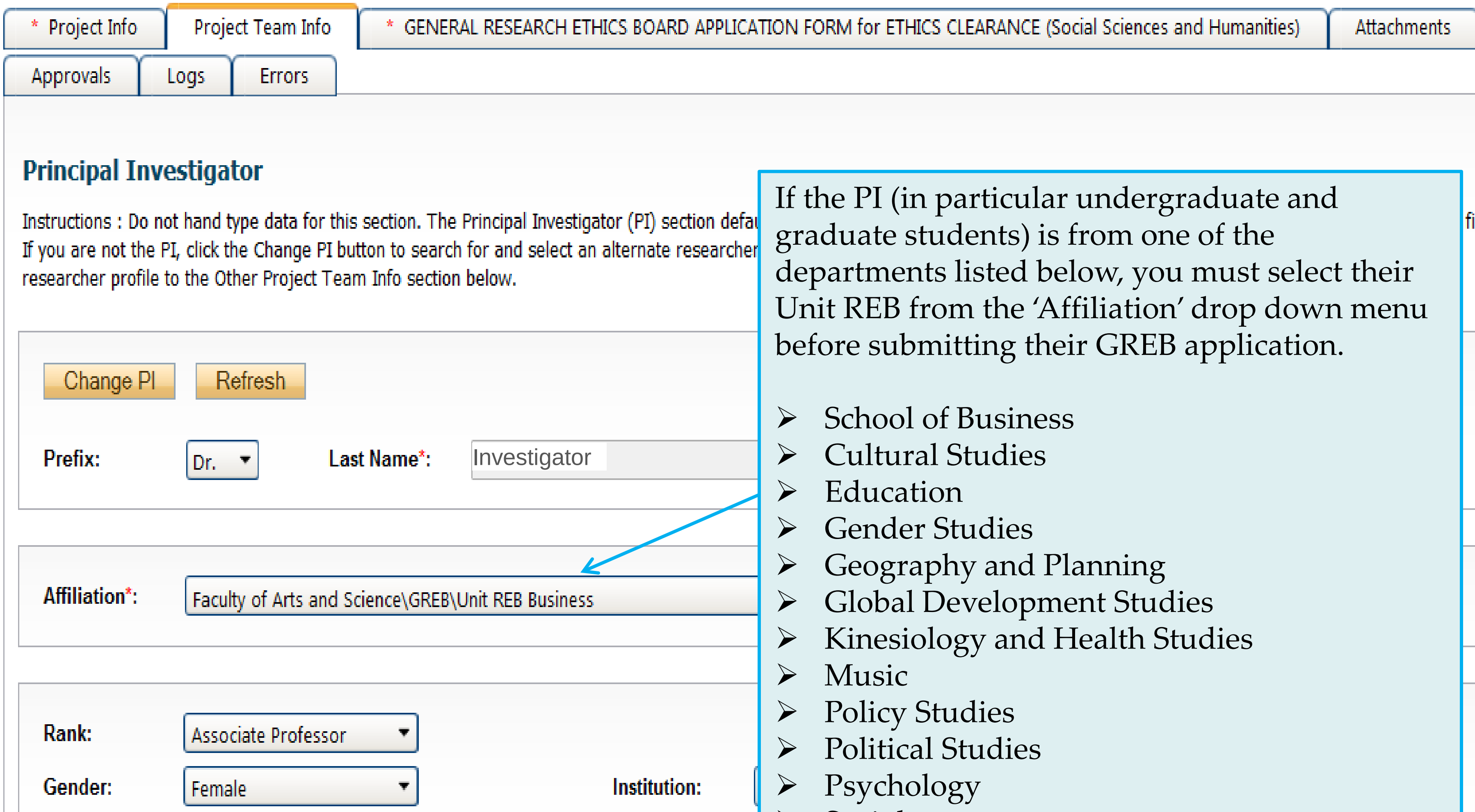
- If you are unable to identify the person you are looking for from the investigators list, please email the TRAQ Helpdesk (traq@queensu.ca). Your email should include the person's full name, title, business address and email address. You will be notified as soon as the person has been added to the investigators list and will then be able to transfer the PI role over to them.

Transferring PI Role to Another Researcher (Cont.)

- Project Team Info will automatically be updated with PI's information.
- At this point, you will also notice that the Submit button, previously located at the top of the form, has disappeared.
- Important: the next step is to add yourself to the application as a team member. This must be done before you close the application. Failing to do so will result in you losing access to the application.



Verifying PI's Affiliation



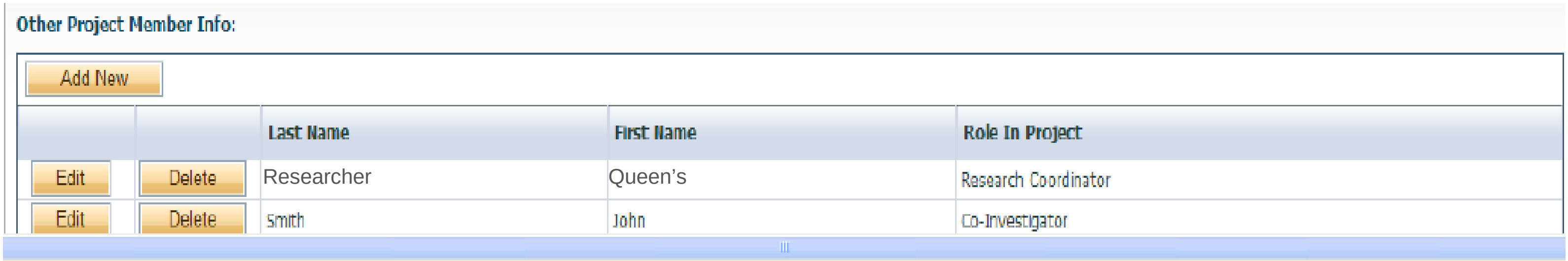
If the PI (in particular undergraduate and graduate students) is from one of the departments listed below, you must select their Unit REB from the 'Affiliation' drop down menu before submitting their GREB application.

- School of Business
- Cultural Studies
- Education
- Gender Studies
- Geography and Planning
- Global Development Studies
- Kinesiology and Health Studies
- Music
- Policy Studies
- Political Studies
- Psychology
- Sociology

Project Info tab - Adding Project Team Members

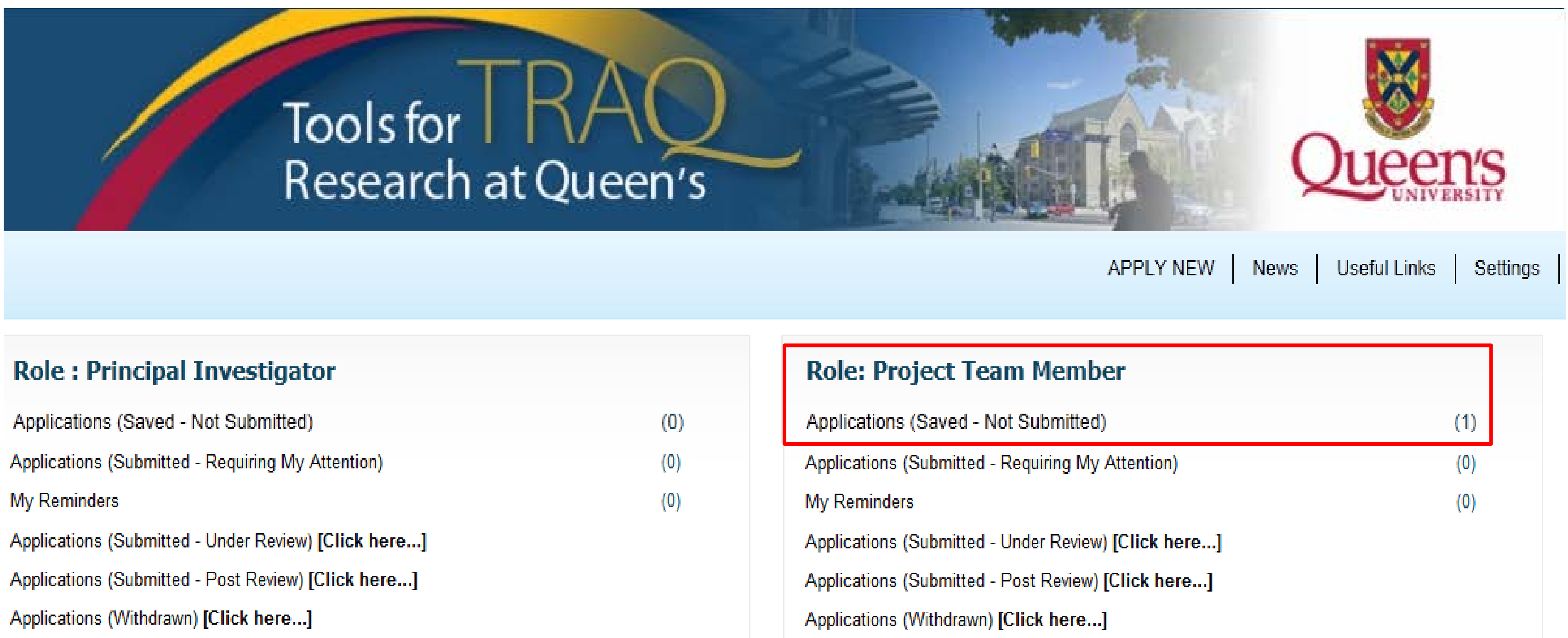
- Scroll down to Other Project Member Info on the Project Team Info tab and click Add New. Click on Search Profiles and repeat the search process, this time assigning yourself to the team and selecting your role in the study from the Role in Project drop down menu.

- Applicants may add as many team members as required by clicking Add New, team member information can be edited or deleted as required. Again, please contact the TRAQ Helpdesk by email if you are unable to locate the team member in the Investigators List.



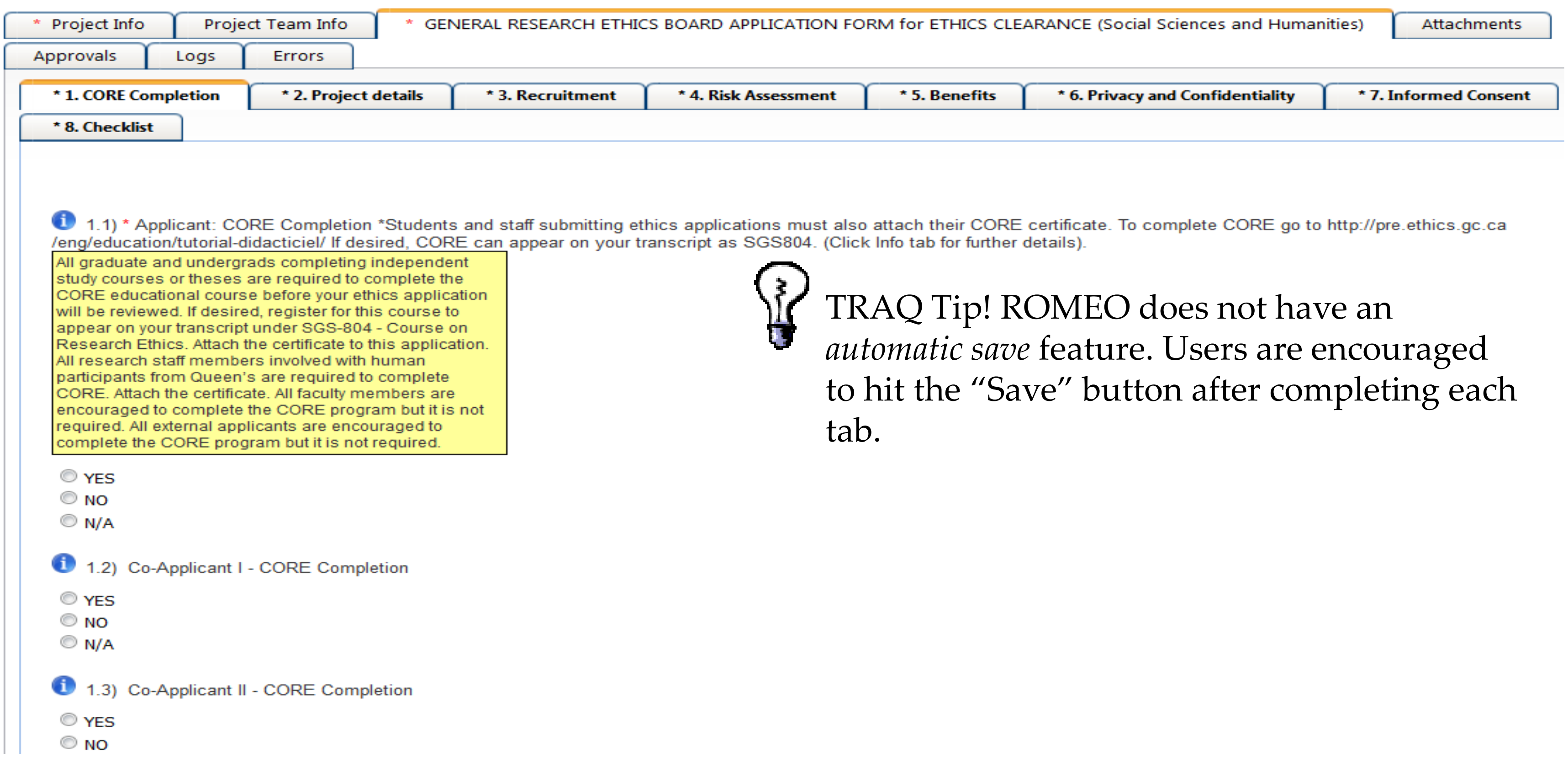
PI Role versus Project Team Member Role

- Once the change has been made on the Project Team Info tab, the application will be accessible to the Research Coordinator and to the other team members from the TRAQ Researcher Portal under **Role: Project Team Member**.
- The PI is the only person who can submit the application once it has been completed by the Research Coordinator.



General Research Ethics Board Application Form tab

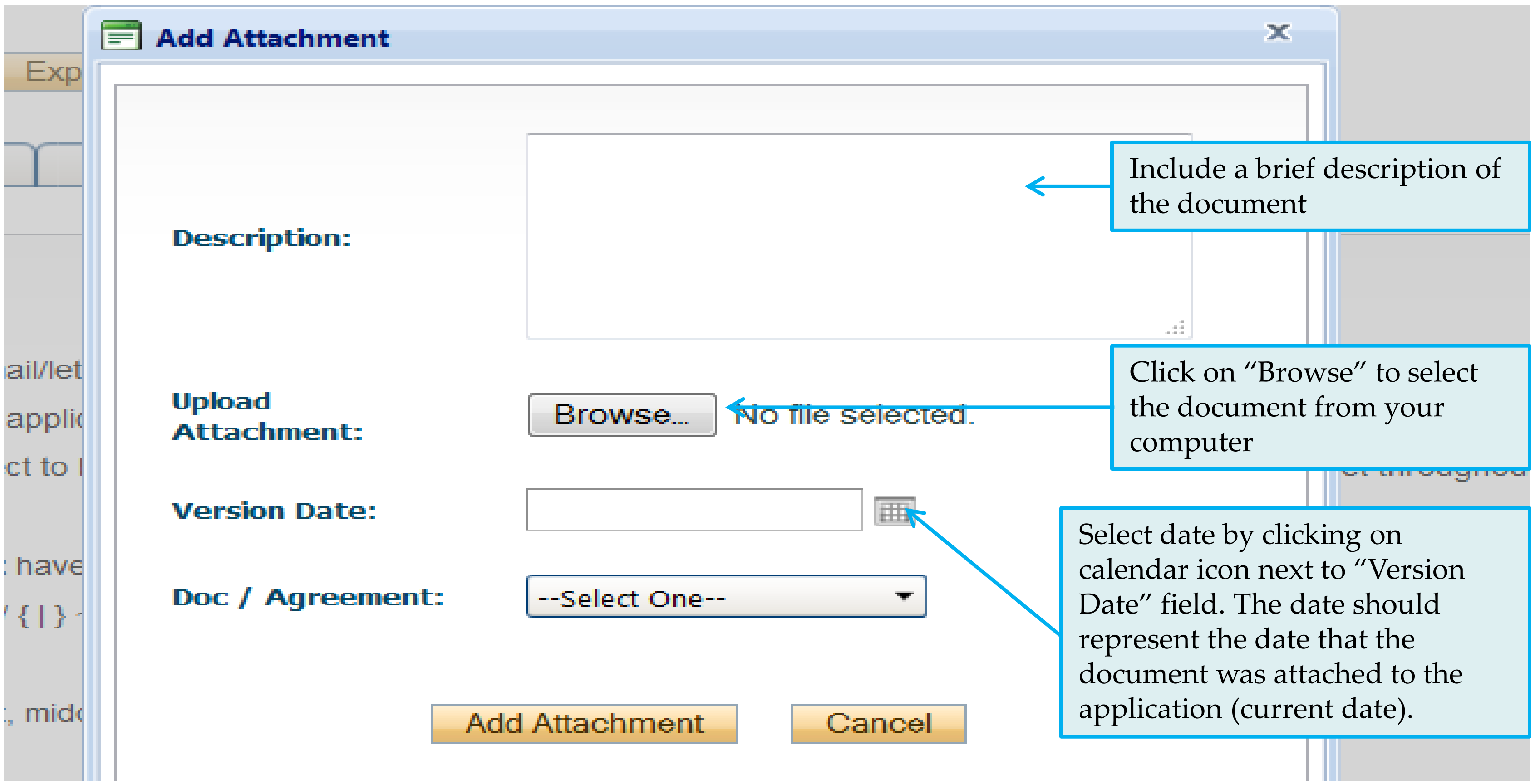
- This tab has several sub-tabs all of which contain required questions. If you are unsure how to answer a question, try clicking on the info tab ( ) additional information may be available as seen in the screenshot below!



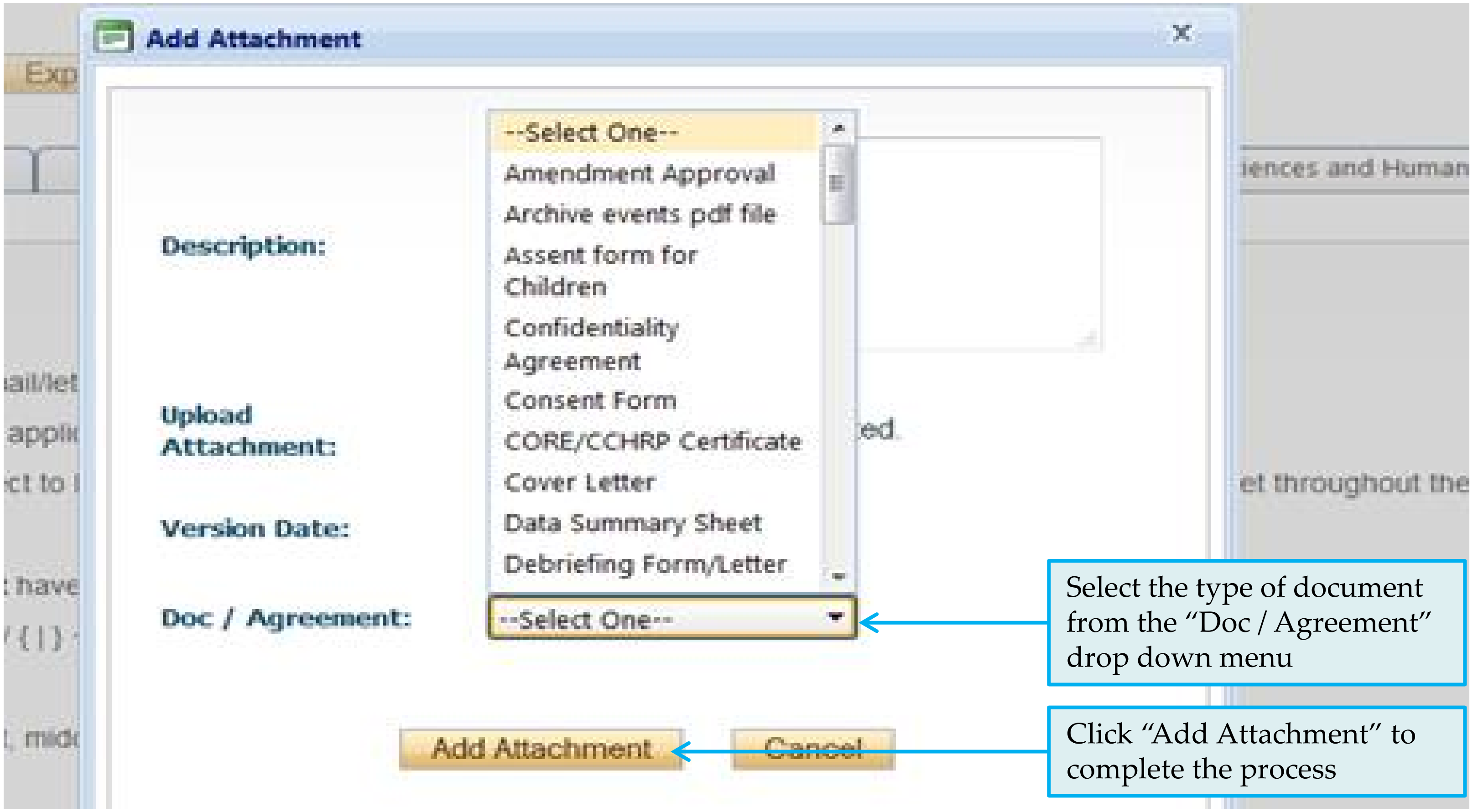
TRAQ Tip! ROMEO does not have an *automatic save* feature. Users are encouraged to hit the "Save" button after completing each tab.

Attachments tab

- Applicant should attach any document(s) identified on the Checklist sub-tab of the Ethics Form. Users may upload multiple attachments, provided that each is no larger than 5MB. Attachments may be word files, spreadsheets, jpeg files, pdfs, etc.



Attachments tab (Cont.)

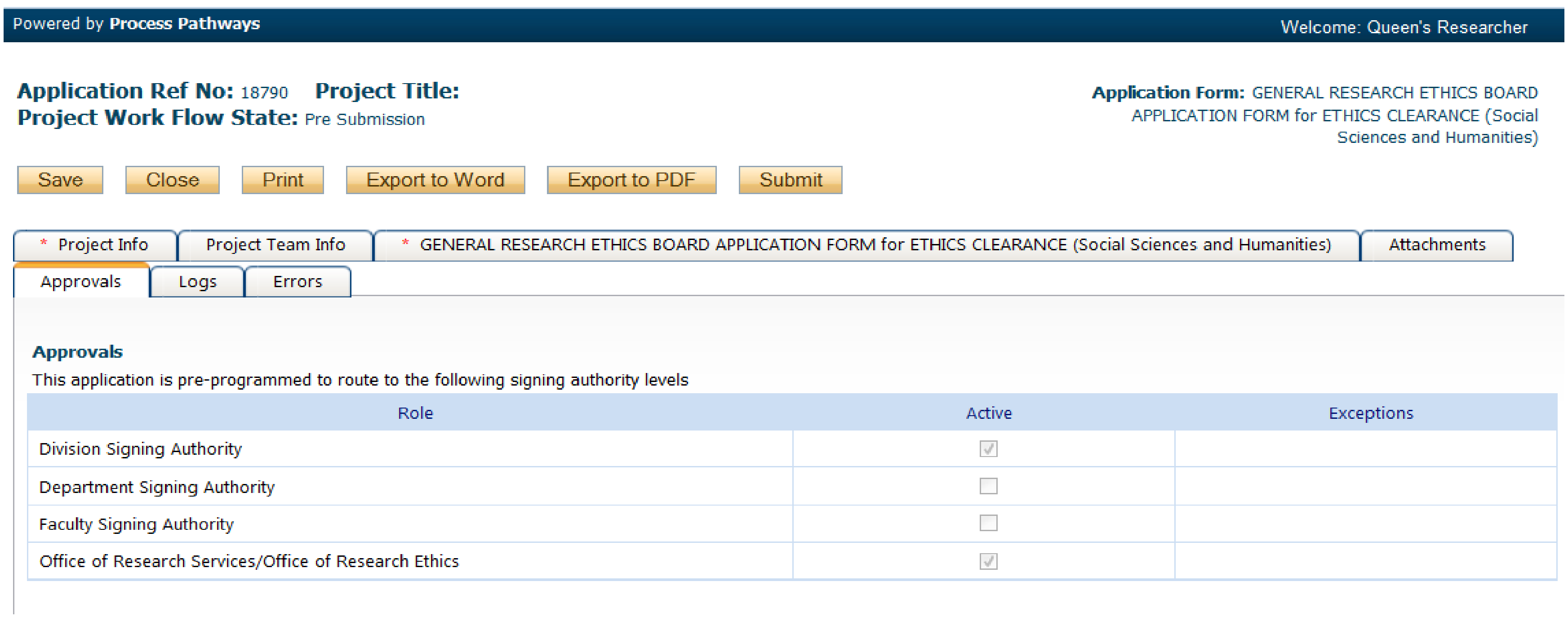


Select the type of document from the "Doc / Agreement" drop down menu

Click "Add Attachment" to complete the process

Approvals tab

- The Approvals tab simply describes the workflow of an application in TRAQ. For example, this GREB application will go to the Unit REB first (Division Signing Authority) for approval, and then to the GREB (Office of Research Services/Office of Research Ethics). This workflow is pre-determined. You may skip this tab.


Powered by **Process Pathways**

Welcome: Queen's Researcher

Application Ref No: 18790 **Project Title:**

Project Work Flow State: Pre Submission

Application Form: GENERAL RESEARCH ETHICS BOARD APPLICATION FORM for ETHICS CLEARANCE (Social Sciences and Humanities)

Save | Close | Print | Export to Word | Export to PDF | Submit

* Project Info | Project Team Info | * GENERAL RESEARCH ETHICS BOARD APPLICATION FORM for ETHICS CLEARANCE (Social Sciences and Humanities) | Attachments

Approvals | Logs | Errors

Approvals

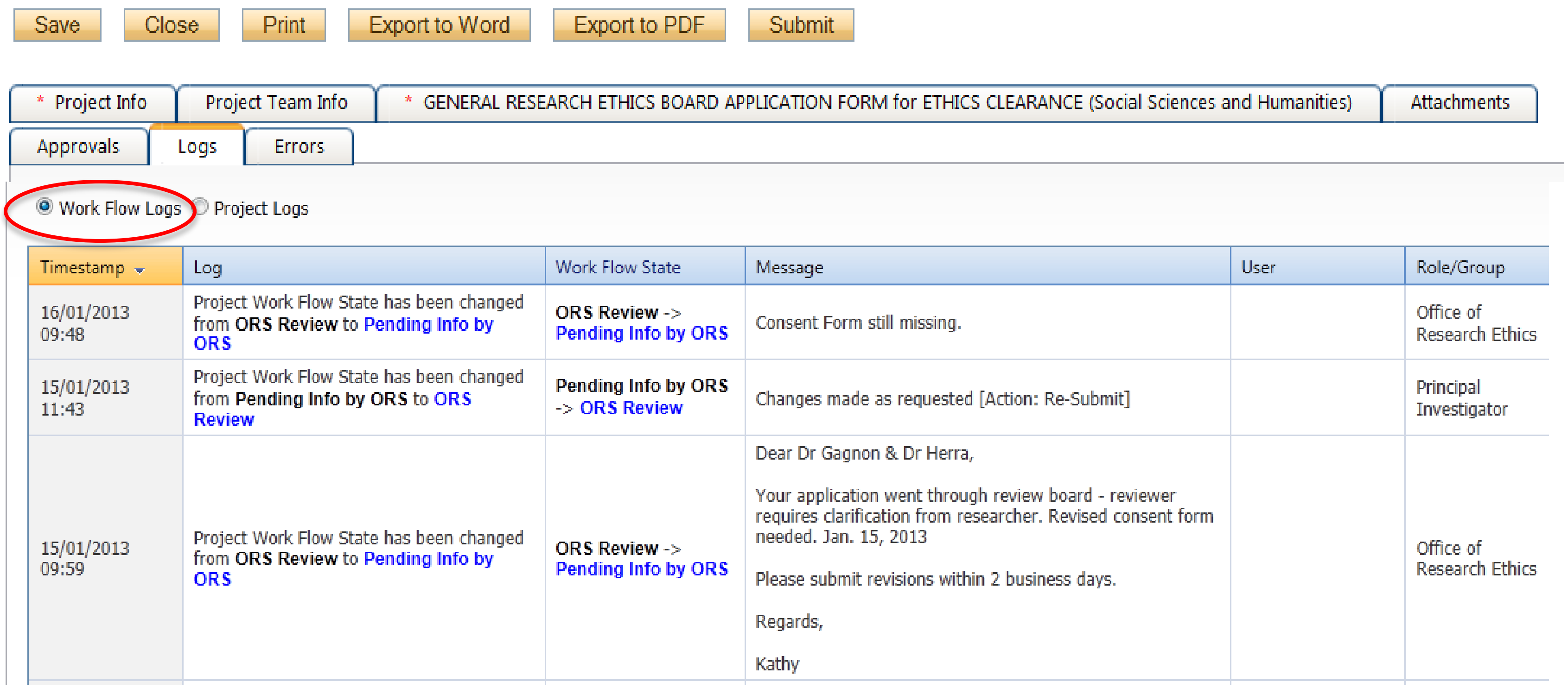
This application is pre-programmed to route to the following signing authority levels

Role	Active	Exceptions
Division Signing Authority	☑	
Department Signing Authority	☐	
Faculty Signing Authority	☐	
Office of Research Services/Office of Research Ethics	☑	

Logs tab – Workflow Logs

- The Logs tab is a useful tool that allows the applicant(s), reviewer(s) and the Ethics Office 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



Save | Close | Print | Export to Word | Export to PDF | Submit

* Project Info | Project Team Info | * GENERAL RESEARCH ETHICS BOARD APPLICATION FORM for ETHICS CLEARANCE (Social Sciences and Humanities) | Attachments

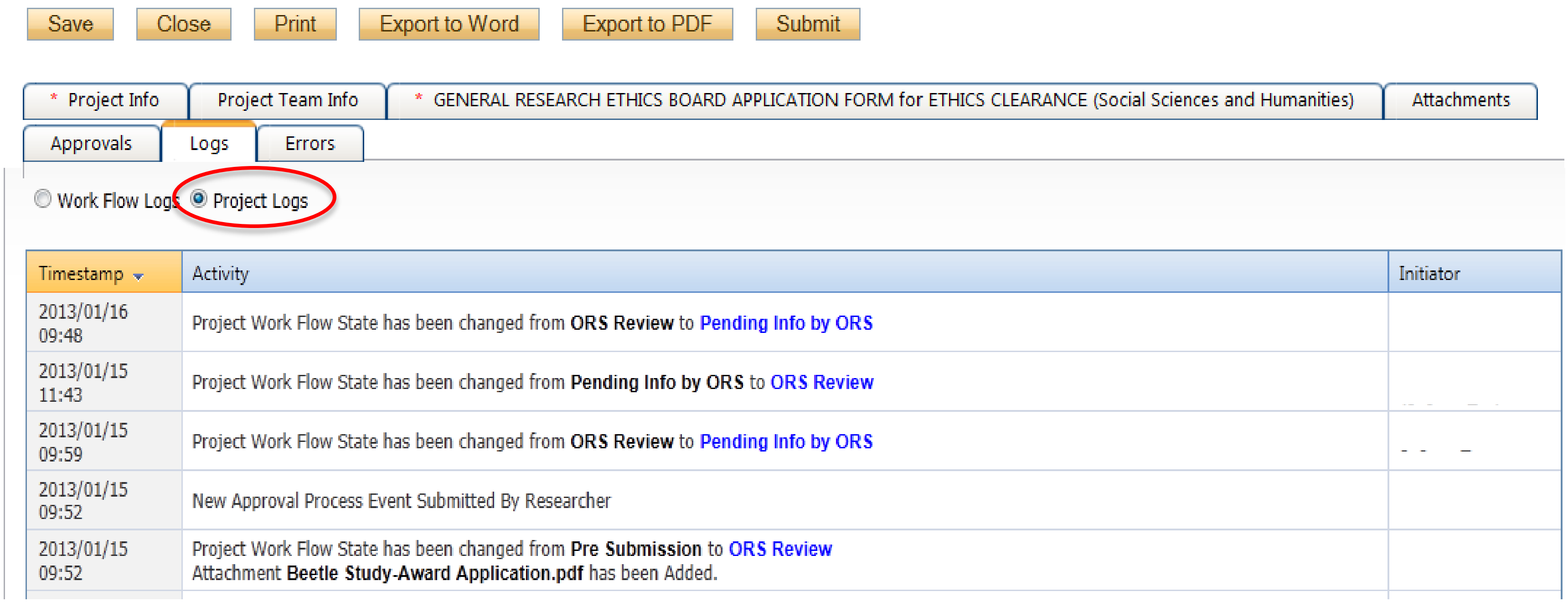
Approvals | Logs | Errors

Work Flow Logs | Project Logs

Timestamp	Log	Work Flow State	Message	User	Role/Group
16/01/2013 09:48	Project Work Flow State has been changed from **ORS Review** to **Pending Info by ORS**	**ORS Review** -> **Pending Info by ORS**	Consent Form still missing.		Office of Research Ethics
15/01/2013 11:43	Project Work Flow State has been changed from **Pending Info by ORS** to **ORS Review**	**Pending Info by ORS** -> **ORS Review**	Changes made as requested [Action: Re-Submit]		Principal Investigator
15/01/2013 09:59	Project Work Flow State has been changed from **ORS Review** to **Pending Info by ORS**	**ORS Review** -> **Pending Info by ORS**	Dear Dr Gagnon & Dr Herra, Your application went through review board - reviewer requires clarification from researcher. Revised consent form needed. Jan. 15, 2013 Please submit revisions within 2 business days. Regards, Kathy		Office of Research Ethics

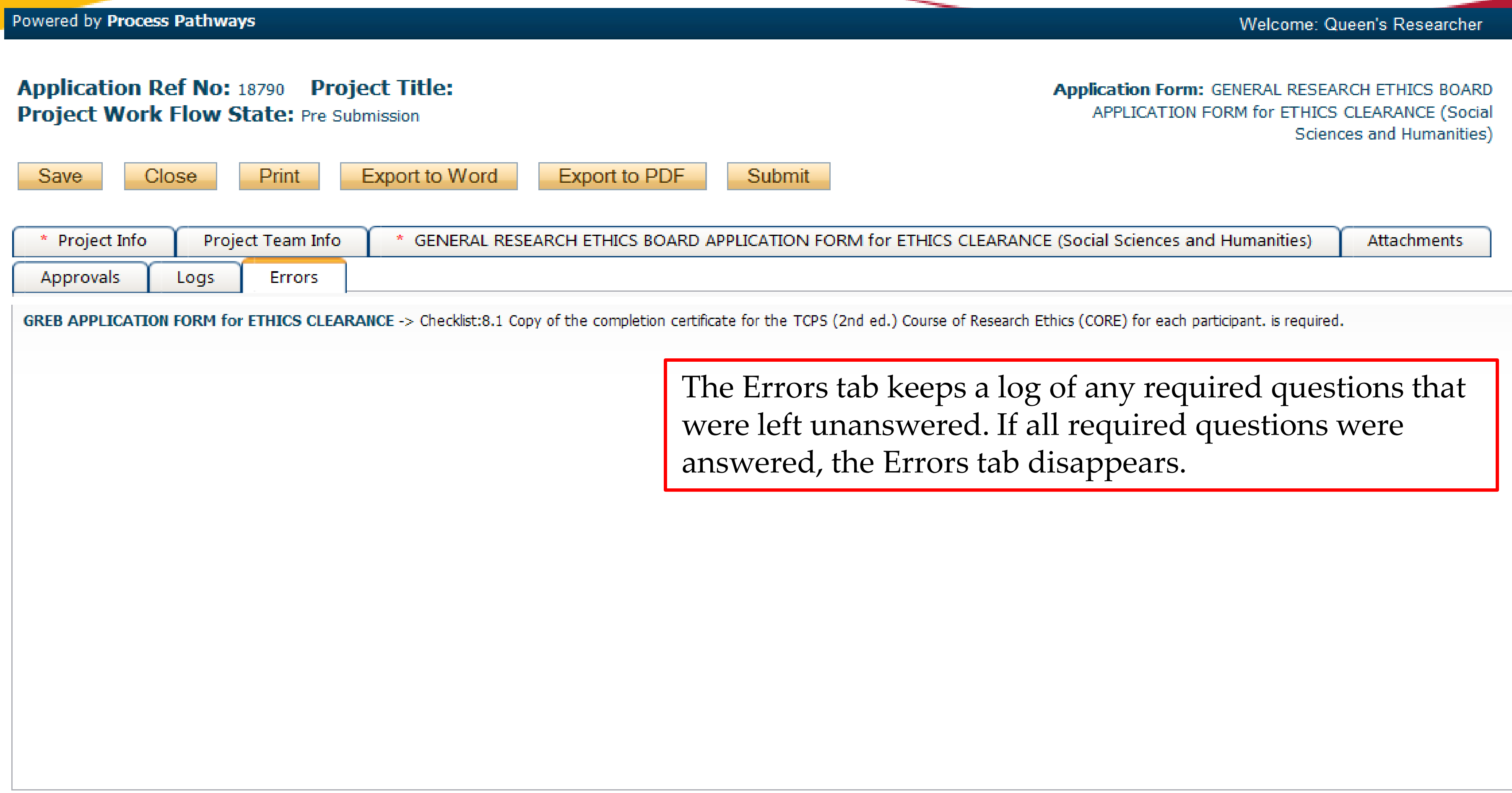
Logs tab – Project Logs

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



Timestamp	Activity	Initiator
2013/01/16 09:48	Project Work Flow State has been changed from **ORS Review** to **Pending Info by ORS**	
2013/01/15 11:43	Project Work Flow State has been changed from **Pending Info by ORS** to **ORS Review**	
2013/01/15 09:59	Project Work Flow State has been changed from **ORS Review** to **Pending Info by ORS**	
2013/01/15 09:52	New Approval Process Event Submitted By Researcher	
2013/01/15 09:52	Project Work Flow State has been changed from **Pre Submission** to **ORS Review** Attachment **Beetle Study-Award Application.pdf** has been Added.	

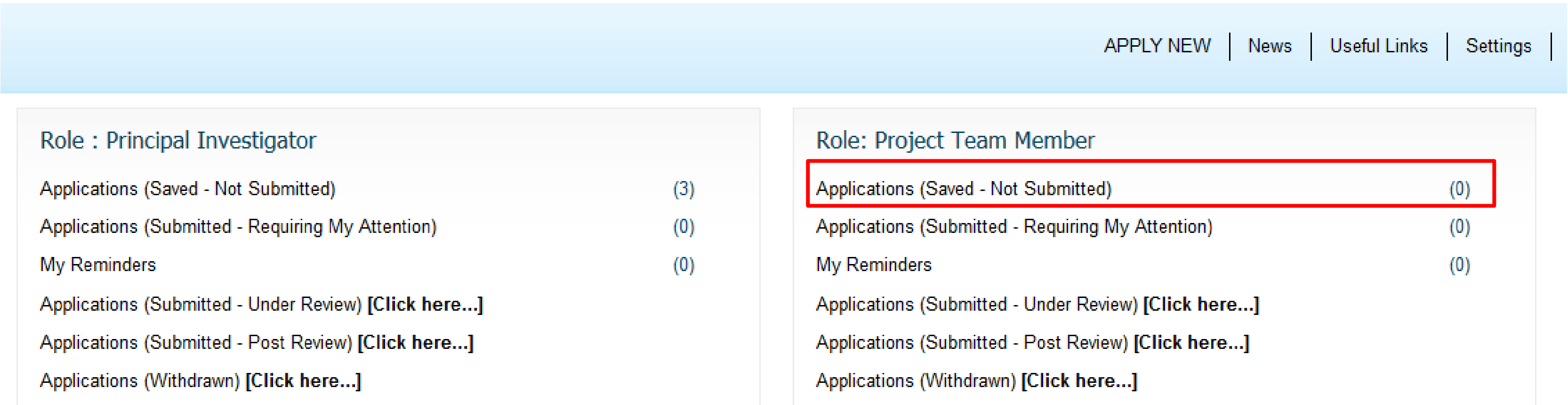
Errors tab



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

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 the TRAQ Researcher Portal 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 application being locked preventing other team members from accessing it



TRAQ Tip! Though ROMEO has no *automatic save* feature, it does have a *time out* feature! If you need to step away from your computer, you should always hit the Save and Close buttons as a precautionary measure. Failing to do so could result in information being lost and the application being locked. The user responsible for locking the application is able to unlock it by accessing it again and exiting properly. All other team members, who find themselves locked out of the application, can either contact the user who locked it or the TRAQ team for support (ext. 78426; email: traq@queensu.ca)

Submitting the Application

- From the moment you assign another PI and team members to the project, they will be able to view and edit the application.

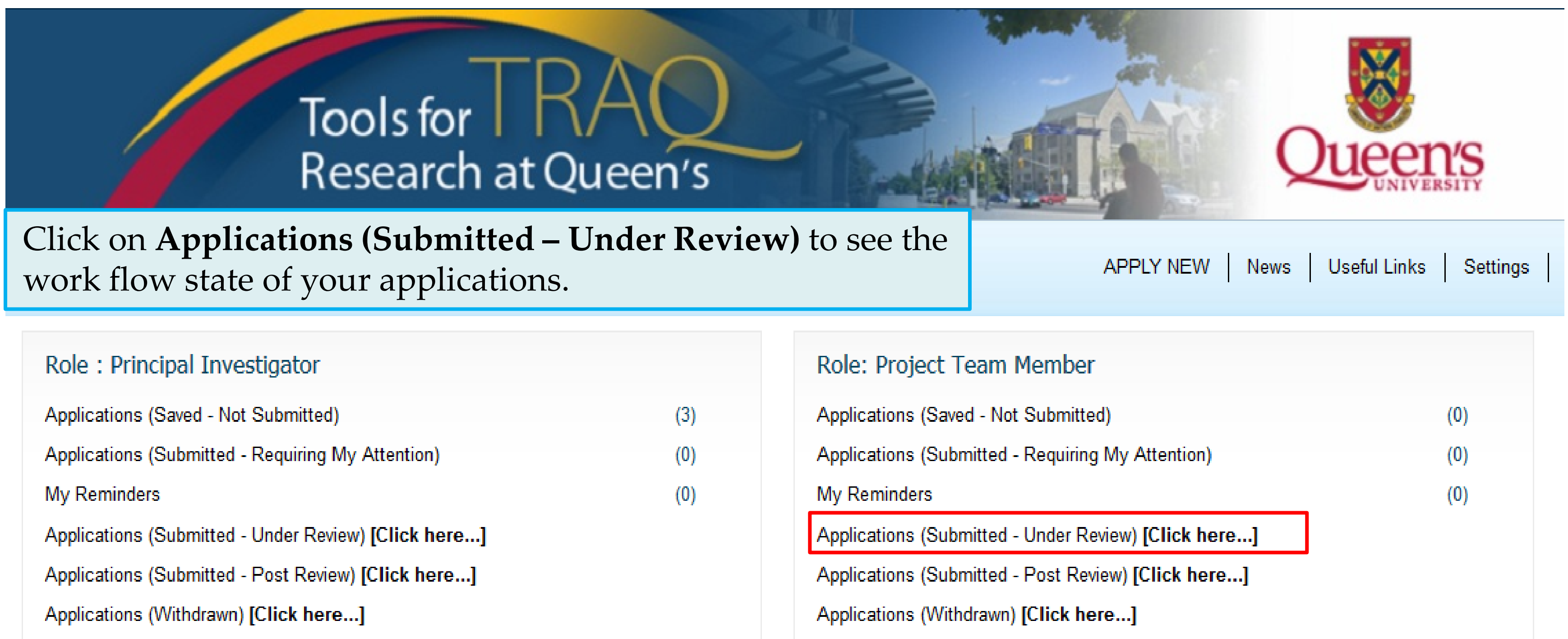
- The PI is the only person who can submit the application, this cannot be done on their behalf.

- The team member responsible for completing the application should notify the PI when the application is ready to be reviewed and submitted.

- Once the application has been submitted, the PI will receive an email confirming the reception of the application – any team member associated with the application will be copied on the correspondence.

Applications Under Review

- Once the PI has submitted the application for review, it is still available for viewing under **Role: Project Team Member Applications (Submitted – Under Review)**



Work Flow State of Applications Under Review

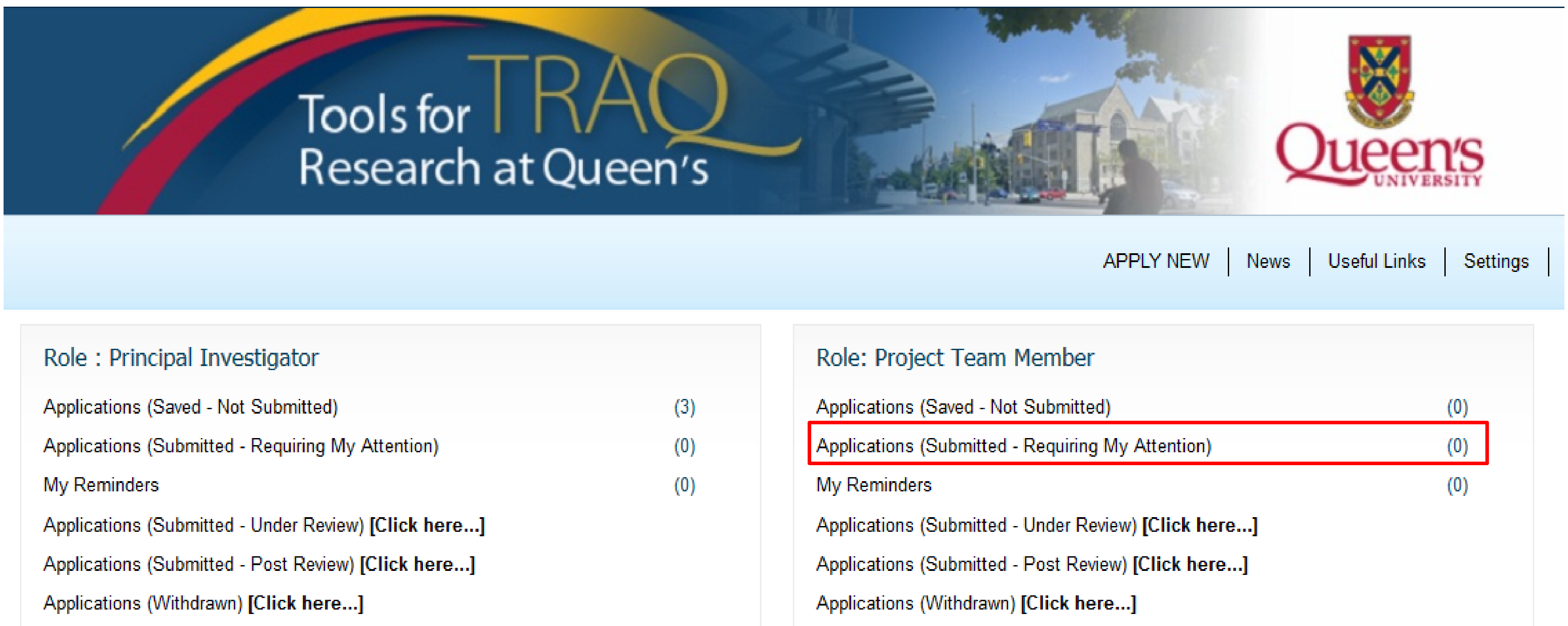
- Check the status of your application(s) under review under the Status Snapshot column.
- In the example below, the GREB application is pending approval from the Unit REB in the School of Business (Workflow Status: Division Signing Authority Review). Once it the application has been approved by the Unit REB, the Workflow Status will changed to ORS Review.

Reset Filters Export To Excel

	File No	Project Title	Principal Investigator	Application Type	Status Snapshot	Workflow Message
				All		
View Clone	**Ref No : 18790**	Enter title	Dr. Principal Investigator (Faculty of Arts and Science\GREB\Unit REB Business)	GENERAL RESEARCH ETHICS BOARD APPLICATION FORM for ETHICS CLEARANCE (Social Sciences and Humanities) (Certification\Human Ethics)	**Project Status**: Pending **Workflow Status**: Division Signing Authority Review	Please review [Action: Submit]

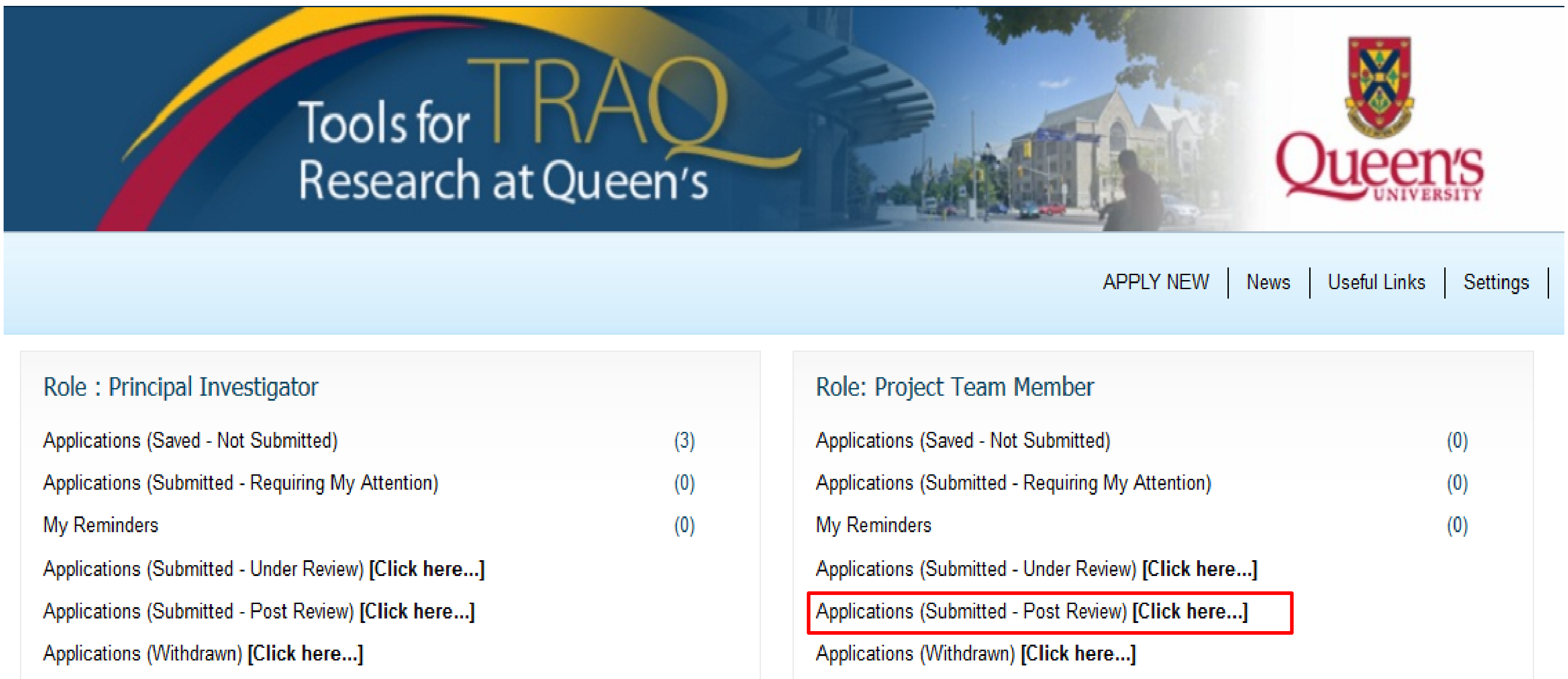
Applications Requiring Revisions

- If the reviewer(s) require any revisions, the application will be pushed back to the applicant(s). At this stage, you will be able to edit the application by clicking on **Applications (Submitted – Requiring my Attention)**. The PI, Research Coordinator and Supervisor will receive an automatic email notifying them that they have an application which requires their attention. Any member of the team will be able to edit the application, but the PI is the only person who has the ability to re-submit the application.



Approved Applications

- Once the application has been approved, the PI, Research Coordinator and Supervisor will receive a formal approval letter and email. The application can no longer be modified but is available for viewing under **Applications (Submitted – Post Review)**



Need assistance/have a question?

Contact the TRAQ Helpdesk

(613) 533-6000, ext. 78426

Email: traq@queensu.ca