



Tools for **TRAQ**  
Research at Queen's

# TRAQ – Human Ethics Module

General Research Ethics Board (GREB)

Applying for GREB Certification

**Researcher Coordinator's User Manual**

# 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.*

Queen's University

Pages  People

# SignOn

## Sign On

NetID:

Password:

- › [Don't have a NetID?](#)
- › [Forgotten Your NetID Password?](#)

# 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.



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**Login** 

**Username**

**Password**

# Researcher Portal – Describing the Homepage

Tools for **TRAQ**  
Research at Queen's

Queen's UNIVERSITY

Click on Apply New to access the Human Ethics applications.

[APPLY NEW](#) | [News](#) | [Useful Links](#) | [Settings](#)

## Role : Principal Investigator

Applications (Saved - Not Submitted)	(1)
Applications (Submitted - Requiring My Attention)	(0)
My Reminders	(0)
Applications (Submitted - Under Review) <a href="#">[Click here...]</a>	
Applications (Submitted - Post Review) <a href="#">[Click here...]</a>	
Applications (Withdrawn) <a href="#">[Click here...]</a>	

## Role: Project Team Member

Applications (Saved - Not Submitted)	(0)
Applications (Submitted - Requiring My Attention)	(0)
My Reminders	(0)
Applications (Submitted - Under Review) <a href="#">[Click here...]</a>	
Applications (Submitted - Post Review) <a href="#">[Click here...]</a>	
Applications (Withdrawn) <a href="#">[Click here...]</a>	

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
<a href="#">GENERAL RESEARCH ETHICS BOARD APPLICATION FORM for ETHICS CLEARANCE (Social Sciences and Humanities)</a>	Updated form - Ja	

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

### HSREB

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

\* 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

Application Ref No: 18790

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

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

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Title \*:

Enter project title here

Start Date:



End Date:



Use calendar icons to enter a project start and end date

Keywords:



Keywords can be selected from the drop down menu, or typed directly into the textbox.

## Related Awards

If you are a student, please ignore this section and continue to the next tab.  
If you are a non-student (e.g. faculty, staff) and have applied for, or have been awarded, research funding, click 'Search' to locate and attach the related research funding. If the related

# 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.

Start Date:  

End Date:  

Keywords:  

**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.

## Related Awards

If you are a student, please ignore this section and continue to the next tab.

If you are a non-student ( e.g faculty, staff) and have applied for, or have been awarded, research funding, click '**Search**' to locate and attach the related research funding. If the related research funding is not found please ignore this section and continue to the next tab.

	Award #	Title	Award Status	PI Last Name	PI First Name	Sponsors Summary	Notes
No records to display.							

# Project Info tab – Related Awards (Cont.)

The screenshot shows a software window titled "Project Related Awards Search". At the top left is a "Close" button. Below it is a table with the following columns: "Options", "File #", "Title", "PI Last Name", "PI First Name", and "Status". Each of the "File #", "Title", "PI Last Name", and "PI First Name" columns has a dropdown arrow icon. The table contains three rows of data:

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

Below the table is another "Close" button. A blue callout box with a white background and a blue border points to the "[Select]" button in the third row of the table. The text inside the callout box reads: "Click on 'Select' next to the project file you wish to link to the human ethics application." At the bottom left of the window, the text "No records to display." is visible.

# 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**.

* Project Info	<b>Project Team Info</b>	* GENERAL RESEARCH ETHICS BOARD APPLICATION FORM for ETHICS CLEARANCE (Social Sciences and Humanities)	Attachments
Approvals	Logs	Errors	

### 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 not the PI, click the Change PI button to search for and select an alternate researcher profile. If you load an alternate researcher profile to the PI section, be sure to reload your researcher profile to the Other Project Team Info section below.

Prefix:  Last Name\*:  First Name\*:

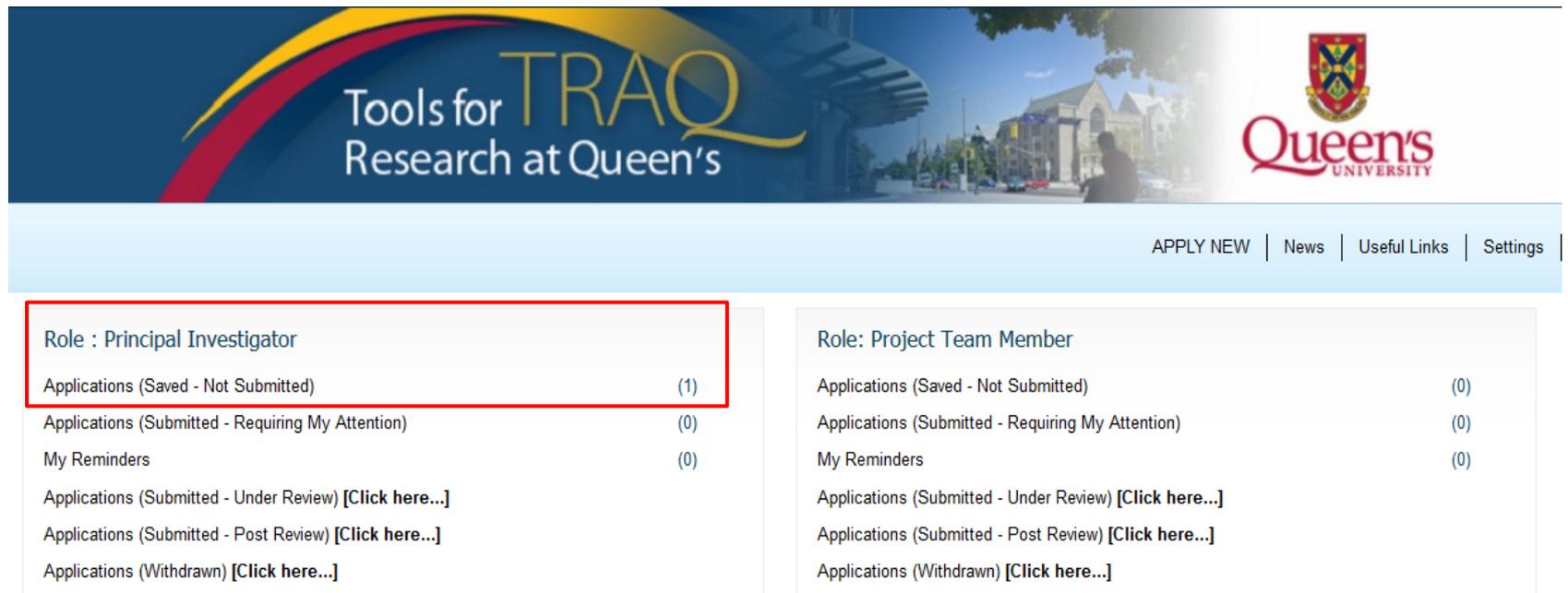
Affiliation\*:

Rank:  Gender:  Institution:

Phone1:	<input type="text" value="613-533-6000"/>	Phone2:	<input type="text"/>
Email*:	<input type="text" value="queens.researcher@queensu.ca"/>	Fax:	<input type="text"/>
Primary Address:	<input type="text"/>	Alternate Address:	<input type="text"/>

# 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**.



The screenshot displays the TRAQ Researcher Portal interface. At the top, there is a banner with the text "Tools for TRAQ Research at Queen's" and the Queen's University logo. Below the banner is a navigation bar with links for "APPLY NEW", "News", "Useful Links", and "Settings". The main content area shows a dropdown menu for selecting a role. The "Role : Principal Investigator" option is highlighted with a red border. Below the dropdown, there are two columns of application counts for each role.

Role	Applications (Saved - Not Submitted)	Applications (Submitted - Requiring My Attention)	My Reminders	Applications (Submitted - Under Review) [Click here...]	Applications (Submitted - Post Review) [Click here...]	Applications (Withdrawn) [Click here...]
Principal Investigator	(1)	(0)	(0)			
Project Team Member	(0)	(0)	(0)			

# 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.**

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

Approvals   Logs   Errors

### 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 not the PI, click the Change PI button to search for and select an alternate researcher profile. If you load an alternate researcher profile to the PI section, be sure to reload your researcher profile to the Other Project Team Info section below.

**Change PI**   Refresh

Prefix:    Last Name\*:    First Name\*:

Affiliation\*:

Rank:    Gender:    Institution:

Phone1:    Phone2:

Email\*:    Fax:

Primary Address:    Alternate Address:

# 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”.

The screenshot shows the 'Investigator List' application window. At the top, there is a 'Close' button. Below it, instructions state: 'Instructions : Search for and select the researcher profile you want to load to this application file. If the project team member does not have a researcher profile, contact your system administrator for guidance.'

The search interface includes two radio buttons: 'Start With' (unselected) and 'Any part' (selected). Below these are input fields for 'Last Name:' and 'First Name:'. A 'Search' button and a 'Reset' button are positioned below the input fields.

A dropdown menu is open, displaying a list of search criteria: NoFilter, Contains (highlighted), DoesNotContain, StartsWith, EndsWith, EqualTo, NotEqualTo, GreaterThan, LessThan, GreaterThanOrEqualTo, LessThanOrEqualTo, Between, NotBetween, IsEmpty, NotIsEmpty, IsNull, and NotIsNull.

Below the search area, there is a table with two columns: 'Options' and 'Last Name'. The 'Last Name' column contains the text 'Investigator' and a dropdown arrow. A 'Select' button is located below the table. Below the table is a 'Close' button.

To the right of the search area, there is a 'Primary Affiliation' field with a dropdown arrow and a text box containing the value 'Faculty of Arts and Science\GREB\Unit REB Business'.

# Transferring PI Role to Another Researcher

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

Options	Last Name	First Name	Primary Affiliation
	Investigator <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="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](mailto: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.**

Save Close Print Export to Word Export to PDF ?

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

Approvals Logs Errors

### 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 not the PI, click the Change PI button to search for and select an alternate researcher profile. If you load an alternate researcher profile to the PI section, be sure to reload your researcher profile to the Other Project Team Info section below.

Change PI Refresh

Prefix: Dr. Last Name\*: Investigator First Name\*: Principal

Affiliation\*: Faculty of Arts and Science\GREB\Unit REB Business

Rank: Associate Professor

Gender: Female Institution: Queen's University

# Verifying PI's Affiliation

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

Approvals   Logs   Errors

## Principal Investigator

Instructions : Do not hand type data for this section. The Principal Investigator (PI) section default is the PI of the project. If you are not the PI, click the Change PI button to search for and select an alternate researcher profile to the Other Project Team Info section below.

Change PI   Refresh

Prefix:    Last Name\*:

Affiliation\*:

Rank:

Gender:    Institution:

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.

Other Project Member Info:

**Add New**

Last Name	First Name	Role In Project
No records to display.		
Ready		

- 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.

Other Project Member Info:

**Add New**

	Last Name	First Name	Role In Project
<b>Edit</b>	Researcher	Queen's	Research Coordinator
<b>Edit</b>	Smith	John	Co-Investigator

# 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.



## Role : Principal Investigator

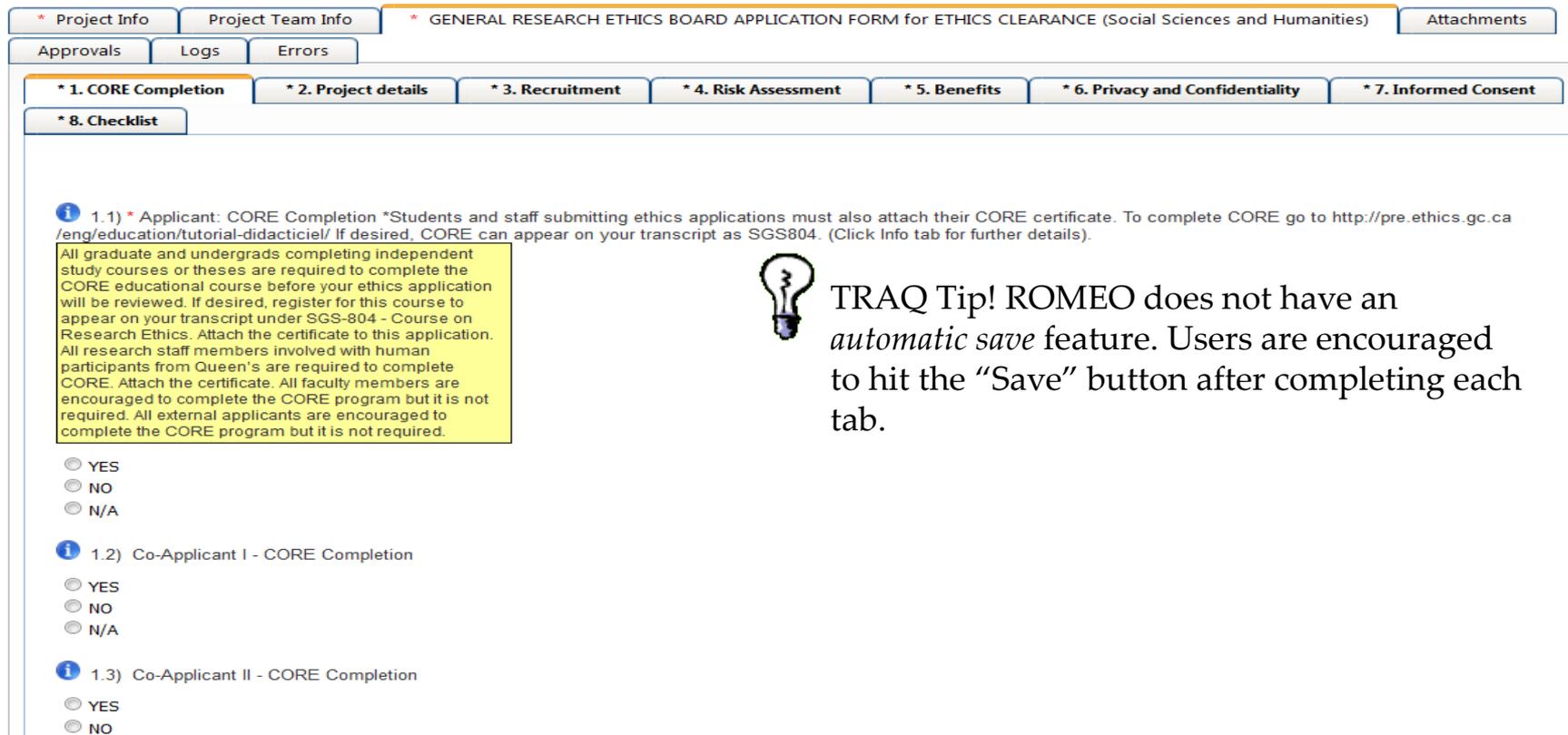
Applications (Saved - Not Submitted)	(0)
Applications (Submitted - Requiring My Attention)	(0)
My Reminders	(0)
Applications (Submitted - Under Review) <a href="#">[Click here...]</a>	
Applications (Submitted - Post Review) <a href="#">[Click here...]</a>	
Applications (Withdrawn) <a href="#">[Click here...]</a>	

## Role: Project Team Member

Applications (Saved - Not Submitted)	(1)
Applications (Submitted - Requiring My Attention)	(0)
My Reminders	(0)
Applications (Submitted - Under Review) <a href="#">[Click here...]</a>	
Applications (Submitted - Post Review) <a href="#">[Click here...]</a>	
Applications (Withdrawn) <a href="#">[Click here...]</a>	

# 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!



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

Approvals   Logs   Errors

\* 1. CORE Completion   \* 2. Project details   \* 3. Recruitment   \* 4. Risk Assessment   \* 5. Benefits   \* 6. Privacy and Confidentiality   \* 7. Informed Consent

\* 8. Checklist

 1.1) \* Applicant: CORE Completion \*Students and staff submitting ethics applications must also attach their CORE certificate. To complete CORE go to <http://pre.ethics.gc.ca/eng/education/tutorial-didacticiel/> If desired, CORE can appear on your transcript as SGS804. (Click Info tab for further details).

All graduate and undergrads completing independent study courses or theses are required to complete the CORE educational course before your ethics application will be reviewed. If desired, register for this course to appear on your transcript under SGS-804 - Course on Research Ethics. Attach the certificate to this application. All research staff members involved with human participants from Queen's are required to complete CORE. Attach the certificate. All faculty members are encouraged to complete the CORE program but it is not required. All external applicants are encouraged to complete the CORE program but it is not required.

YES  
 NO  
 N/A

 1.2) Co-Applicant I - CORE Completion

YES  
 NO  
 N/A

 1.3) Co-Applicant II - CORE Completion

YES  
 NO

 **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.

The screenshot shows the 'Add Attachment' dialog box with the following fields and callouts:

- Description:** A text area for entering a brief description of the document. Callout: "Include a brief description of the document".
- Upload Attachment:** A 'Browse...' button next to the text 'No file selected.'. Callout: "Click on 'Browse' to select the document from your computer".
- Version Date:** A date input field with a calendar icon to its right. Callout: "Select date by clicking on calendar icon next to 'Version Date' field. The date should represent the date that the document was attached to the application (current date)."
- Doc / Agreement:** A dropdown menu with the text '--Select One--'.
- Buttons:** 'Add Attachment' and 'Cancel' buttons at the bottom.

# Attachments tab (Cont.)

The screenshot shows a software window titled "Add Attachment" with a close button (X) in the top right corner. The window contains several input fields and a list of document types. The fields are labeled "Description:", "Upload Attachment:", "Version Date:", and "Doc / Agreement:". The "Doc / Agreement:" field has a dropdown menu open, showing a list of document types: "--Select One--", "Amendment Approval", "Archive events pdf file", "Assent form for Children", "Confidentiality Agreement", "Consent Form", "CORE/CCHRP Certificate", "Cover Letter", "Data Summary Sheet", and "Debriefing Form/Letter". At the bottom of the window are two buttons: "Add Attachment" and "Cancel".

Annotations with arrows point to the "Doc / Agreement:" dropdown menu and the "Add Attachment" button.

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.

**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	<input checked="" type="checkbox"/>	
Department Signing Authority	<input type="checkbox"/>	
Faculty Signing Authority	<input type="checkbox"/>	
Office of Research Services/Office of Research Ethics	<input checked="" type="checkbox"/>	

# 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			
<input checked="" type="radio"/> Work Flow Logs		<input type="radio"/> 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.

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	Activity	Initiator
2013/01/16 09:48	Project Work Flow State has been changed from <b>ORS Review</b> to <b>Pending Info</b> by <b>ORS</b>	
2013/01/15 11:43	Project Work Flow State has been changed from <b>Pending Info</b> by <b>ORS</b> to <b>ORS Review</b>	- - - -
2013/01/15 09:59	Project Work Flow State has been changed from <b>ORS Review</b> to <b>Pending Info</b> by <b>ORS</b>	- - -
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 <b>Pre Submission</b> to <b>ORS Review</b> Attachment <b>Beetle Study-Award Application.pdf</b> has been Added.	

# Errors 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

GREB APPLICATION FORM for ETHICS CLEARANCE -> Checklist:8.1 Copy of the completion certificate for the TCPS (2nd ed.) Course of Research Ethics (CORE) for each participant. 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.

# 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**

APPLY NEW | News | Useful Links | Settings |

## Role : Principal Investigator

Applications (Saved - Not Submitted)	(3)
Applications (Submitted - Requiring My Attention)	(0)
My Reminders	(0)
Applications (Submitted - Under Review) [Click here...]	
Applications (Submitted - Post Review) [Click here...]	
Applications (Withdrawn) [Click here...]	

## Role: Project Team Member

Applications (Saved - Not Submitted)	(0)
Applications (Submitted - Requiring My Attention)	(0)
My Reminders	(0)
Applications (Submitted - Under Review) [Click here...]	
Applications (Submitted - Post Review) [Click here...]	
Applications (Withdrawn) [Click here...]	

 **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](mailto: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)**



Tools for TRAQ  
Research at Queen's

Queen's UNIVERSITY

Click on **Applications (Submitted – Under Review)** to see the work flow state of your applications.

APPLY NEW | News | Useful Links | Settings |

## Role : Principal Investigator

Applications (Saved - Not Submitted)	(3)
Applications (Submitted - Requiring My Attention)	(0)
My Reminders	(0)
Applications (Submitted - Under Review) <a href="#">[Click here...]</a>	
Applications (Submitted - Post Review) <a href="#">[Click here...]</a>	
Applications (Withdrawn) <a href="#">[Click here...]</a>	

## Role: Project Team Member

Applications (Saved - Not Submitted)	(0)
Applications (Submitted - Requiring My Attention)	(0)
My Reminders	(0)
<b>Applications (Submitted - Under Review) <a href="#">[Click here...]</a></b>	
Applications (Submitted - Post Review) <a href="#">[Click here...]</a>	
Applications (Withdrawn) <a href="#">[Click here...]</a>	

# 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
	<input type="text"/> ▾	<input type="text"/> ▾	<input type="text"/> ▾	All ▾	<input type="text"/> ▾	
<a href="#">View</a> <a href="#">Clone</a>	<b>Ref No : 18790</b>	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)	<b>Project Status:</b> Pending <b>Workflow Status:</b> 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.



## Role : Principal Investigator

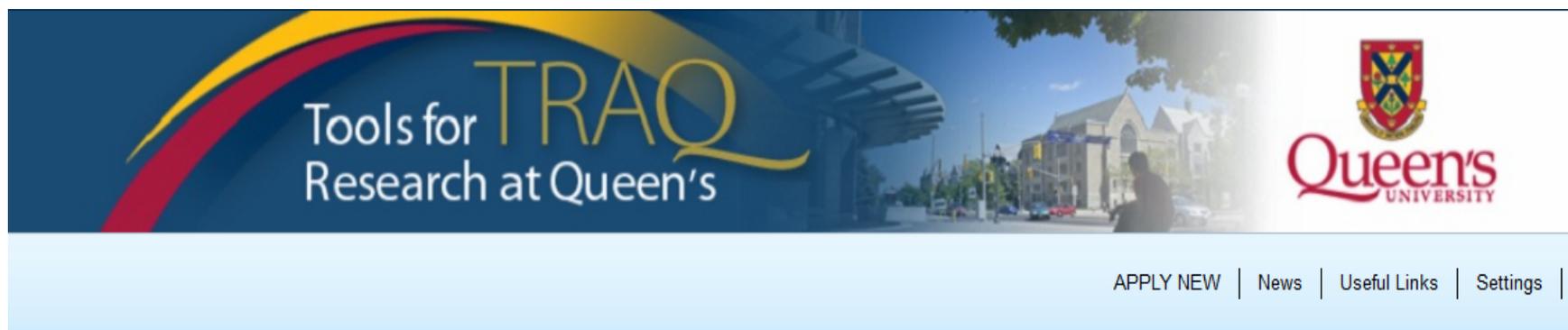
Applications (Saved - Not Submitted)	(3)
Applications (Submitted - Requiring My Attention)	(0)
My Reminders	(0)
Applications (Submitted - Under Review) <a href="#">[Click here...]</a>	
Applications (Submitted - Post Review) <a href="#">[Click here...]</a>	
Applications (Withdrawn) <a href="#">[Click here...]</a>	

## Role: Project Team Member

Applications (Saved - Not Submitted)	(0)
Applications (Submitted - Requiring My Attention)	(0)
My Reminders	(0)
Applications (Submitted - Under Review) <a href="#">[Click here...]</a>	
Applications (Submitted - Post Review) <a href="#">[Click here...]</a>	
Applications (Withdrawn) <a href="#">[Click here...]</a>	

# 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)**



## Role : Principal Investigator

Applications (Saved - Not Submitted) (3)

Applications (Submitted - Requiring My Attention) (0)

My Reminders (0)

Applications (Submitted - Under Review) [\[Click here...\]](#)

Applications (Submitted - Post Review) [\[Click here...\]](#)

Applications (Withdrawn) [\[Click here...\]](#)

## Role: Project Team Member

Applications (Saved - Not Submitted) (0)

Applications (Submitted - Requiring My Attention) (0)

My Reminders (0)

Applications (Submitted - Under Review) [\[Click here...\]](#)

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