

## TRAQ DSS FORM

### Instructions for Hospital-based Research

#### TRAQ Tips !

- TRAQ** is compatible with the following browsers: Mozilla Firefox, Internet Explorer 7.0+, and Google Chrome. Internet Explorer 10, 11 users should remember to turn on Compatibility View. TRAQ is not compatible with Safari.
- TRAQ** does not have an automatic save feature. Please click the **Save** button before moving on to the next tab.

#### Getting Started...

- Log into the **TRAQ Researcher Portal** (see [www.queensu.ca/traq/signon.html](http://www.queensu.ca/traq/signon.html))
- Click **Apply New** (top right)
- Scroll to the bottom of the screen. Under **Awards**, click **TRAQ DSS FORM**
- Complete the different tabs of the **TRAQ DSS FORM**, as described below

#### Project Info tab

- Give your project a title
- Do not enter the start & end date → unless project is not receiving funding
- If your project has an international dimension note the name of the country in the **Keywords** textbox
- Click **Search** under **Related Certifications** to link your certifications (human ethics/biohazards) to your project – if certification is already active, or in progress
- Under **Related Certifications**, click **Add New** to make note of any required animal care certification

#### Project Team Info tab

- For researchers with cross-appointments: using the **Affiliation** drop down menu select the department/research centre where project will be taking place
- To add team members, scroll down, click **Add New** under **Other Project Team Members**, click **Search Profiles**, search for team members, click **Select** once team member is identified

#### Sponsor Info tab

- Click **Add New** to add sponsor
- Click **Agency** and search for *NSERC*, click **Select**
- Select *Discovery* from **Program** drop down menu
- Use calendar icon to enter **Competition Date**: *November 2, 2015*

- Click **Add New** to add funding disbursement: enter anticipated **Start Date** (*April 1, 2016*) and total amount requested – no comma, no dollar sign. **IMPORTANT:** click the Save button on the Disbursement screen to save disbursement info

## TRAQ DSS FORM tab

- Answer the questions on all sub-tabs of the form – including sub-tab 3. Hospital Research
  - Question 2.1 -> select Tri-Council
  - Question 4.3 -> select N/A

## Attachments tab

- Attach the following 3 documents for Discovery Grants:  
Go to your Discovery application on the NSERC Portal and click “Preview” to obtain a PDF of the application form.  
Also create PDFs of your 5-page research proposal attachment and your 2-page budget justification attachment.  
Upload those 3 PDFs to the TRAQ DSS.
- Click **Add Attachment** to attach your document(s)

## Approvals tab

- You must complete the ‘Other Approvals’ section and checkmark all of the Hospital Operational Directors that need to review and approve your application.
- At minimum you must select the Research Director of the hospital(s) of every hospital location identified on sub-tab 3 of the TRAQ DSS Form tab.

## Submitting

- 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.)
- Enter comment (e.g. “Please review.” “For your consideration”) in **Comments** text box, click **Submit** button either at the top, or bottom, of the pop up window
- Note: you will not be able to submit the application if you can still see the Errors tab. Consult the Errors tab to see which required question (preceded by red\*) you have missed.

## Need Help?

- For more details regarding the TRAQ DSS Form, please consult the [TRAQ DSS Form Researchers-User Manual](#) available on the TRAQ website <http://www.queensu.ca/traq/>
- Please contact the TRAQ Help Desk for support, or training requests. The TRAQ Help Desk is available by email: [traq@queensu.ca](mailto:traq@queensu.ca) or phone: ext. 78426
- For questions regarding the *NSERC – Discovery Grants*, please contact your URS contact: Vera Kettner, ext. 77314, Email: [vmk@queensu.ca](mailto:vmk@queensu.ca)