



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

TRAQ – Human Ethics Module

Health Sciences Research Ethics Board (HSREB)

Applying for HSREB Certification

Researchers' 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.*

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Applications (Withdrawn) [Click here...]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Applications (Withdrawn) [Click here...]	

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	

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

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

* 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: 18791 **Project Title:**
Project Work Flow State: Pre Submission

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 * HEALTH SCIENCES RESEARCH ETHICS BOARD APPLICATION FORM for ETHICS CLEARANCE Attachments Approvals

Logs Errors

Title *:

Enter project title here

Start Date:



End Date:



Use calendar icons to enter a project start and end date

Keywords:



Add

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

Clear all


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 your project is receiving funding, either through a grant or contract, it is important to link your TRAQ DSS Form to your 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 your submitted TRAQ DSS Forms.

Start Date: 

End Date: 

Keywords: 

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 column has a search filter icon (a downward arrow in a box). 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 an arrow pointing to the "[Select]" button in the third row contains the text: "Click on 'Select' next to the project file you wish to link to your human ethics application." At the bottom left of the window, it says "No records to display."

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 are the PI, please continue following the steps outlined in this manual. If you are not the PI, please consult the user manual for Research Coordinators.

* Project Info Project Team Info * HEALTH SCIENCES RESEARCH ETHICS BOARD APPLICATION FORM for ETHICS CLEARANCE 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:

Project Team Info tab - Adding Project Team Members

- From the Project Team Info tab, scroll down to Other Project Member Info and click Add New

Other Project Member Info:

Instructions : Do not hand type data for this section. To add more project team members to this application file, click the Add New button to search for and select from other researcher profiles.

Add New

Last Name

First Name

Role In Project

No records to display.

- Click the Search Profiles button to find the person you need to add as team member – **Important: Do not enter this information manually always use 'Search Profiles'**

Save

Close

Project Team Member Info

Instructions : Do not hand type data for this section. To add more project team members to this application file, click the Search Profiles button to search for and select from researcher profiles.

Search Profiles

Refresh

Prefix:

Last Name:

First Name:

Affiliation:

Gender:

Role In Project:

Country:

Rank:

Institution:

Project Team Info tab - Adding Project Team Members (Cont.)

- You can search the Investigator List for the name of the person to be assigned as team member. 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: '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 input fields: 'Last Name:' and 'First Name:'. Below these are 'Search' and 'Reset' buttons. There are two radio buttons for search criteria: 'Start With' and 'Any part', with 'Any part' selected. A dropdown menu is open, listing various search operators: NoFilter, Contains (highlighted), DoesNotContain, StartsWith, EndsWith, EqualTo, NotEqualTo, GreaterThan, LessThan, GreaterThanOrEqualTo, LessThanOrEqualTo, Between, NotBetween, IsEmpty, NotIsEmpty, IsNull, and NotIsNull.

Below the search area, there are two tables. The first table has columns 'Options' and 'Last Name'. The 'Last Name' column contains 'Coordinator' and a dropdown arrow. Below this table is a 'Select' button. The second table has a column 'Primary Affiliation' with a dropdown arrow and the text 'Faculty of Health Sciences\Biomedical and Molecular Sciences'. A 'Close' button is located at the bottom left of the application window.

Project Team Info tab - Adding Project Team Members (Cont.)

- Once you've identified your team member – click on Select. The project team member form will be updated automatically.

Options	Last Name	First Name	Primary Affiliation
	Coordinator <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Select"/>	Coordinator	Research	Faculty of Health Sciences\Biomedical and Molecular Sciences

- 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 add them to the project team.


Project Team Info tab - Adding Project Team Members (Cont.)

- From there, you may select the role of the team member from the 'Role In Project' drop down menu (**Important: Student applicants should always assign their supervisor(s) as team members and select "supervisor" role**)

The screenshot shows a web application window titled "Project Team Member Edit". On the left, there are buttons for "Save" and "Close", and a "Search Profiles" button. Below these are fields for "Prefix:", "Affiliation:", "Gender:", and "Role In Project:". The "Role In Project:" field is circled in red, and a dropdown menu is open, listing various roles. The "Research Coordinator" role is highlighted in yellow. Below the dropdown, there are input fields for "Coordinator" (with "Research" entered), "First Name:" (with "Research" entered), "Country:" (with "Canada" selected in a dropdown), and "Sciences\Biomedical and Molecular Sciences" entered in a text box. A message above the form says: "add more project team members to this application file, click the Search Profiles button to search for and select from".

- You may add as many team members as required by clicking 'Add New', team members can also be edited or deleted. Keep in mind that anyone who will need to have access to the application should be added as team members. However, only the P.I., the Supervisor and the Research Coordinator will be copied on all system generated email correspondence. It is therefore recommended that Research Administrators assign themselves to the Research Coordinator role.
- Important: Although all team members will have access to view and edit the application, the P.I. is the only member of the project team who can submit the application once it is ready to be reviewed.**

Health Sciences 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!

Save Close Print Export to Word Export to PDF Submit

* Project Info Project Team Info * HEALTH SCIENCES RESEARCH ETHICS BOARD APPLICATION FORM for ETHICS CLEARANCE Attachments Approvals


Logs Errors

* 1. Information on Protocol * 2. Summary of Proposed Research * 3. Participants * 4. Study Interventions or Procedures Involving Human Participants

* 5. Risk/Benefits Estimates * 6. Confidentiality and Privacy * 7. Protection of Data * 8. Payments to Participants * 9. Monitoring

* 10. Investigator Financial Disclosure * 11. Funding * 12. Contract * 13. Publication/dissemination of results * 14. Liability


* 15. Investigational drugs or devices * 16. Clinical Trial Section

 1.1) * Will this protocol undergo peer review?

If NO, it should be reviewed by someone knowledgeable on the subject in Kingston. It is the responsibility of the Investigator and the Department Head to ensure this is performed. The review can be submitted with the proposal or separately to the Ethics Office. Exemptions from this review must be approved by the Chair. Peer review is essential for "high risk" protocols

YES

NO

 1.2) If you responded YES above, please describe the peer review.



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 a dialog box titled "Add Attachment" with the following fields and callouts:

- Description:** A large text area with a callout: "Include a brief description of the document".
- Upload Attachment:** A "Browse..." button with a callout: "Click on 'Browse' to select the document from your computer". Below the button is the text "No file selected."
- Version Date:** A date input field with a calendar icon and a 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 "--Select One--" and a downward arrow.
- At the bottom are two buttons: "Add Attachment" and "Cancel".

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 labeled fields: "Description:", "Upload Attachment:", "Version Date:", and "Doc / Agreement:". The "Doc / Agreement:" field is currently open, displaying 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". Below the list is another "--Select One--" dropdown menu. 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 HSREB application will be submitted straight to the HSREB (Office of Research Services/Office of Research Ethics). This workflow is pre-determined. You may skip this tab.

Application Ref No: 18791 **Project Title:**
Project Work Flow State: Pre Submission

Application Form: HEALTH SCIENCES RESEARCH
ETHICS BOARD APPLICATION FORM for ETHICS
CLEARANCE

[Save](#) [Close](#) [Print](#) [Export to Word](#) [Export to PDF](#) [Submit](#)

[* Project Info](#) [Project Team Info](#) [* HEALTH SCIENCES RESEARCH ETHICS BOARD APPLICATION FORM for ETHICS CLEARANCE](#) [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 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 * HEALTH SCIENCES RESEARCH ETHICS BOARD APPLICATION FORM for ETHICS CLEARANCE 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.

Save Close Print Export to Word Export to PDF Submit

* Project Info Project Team Info * HEALTH SCIENCES RESEARCH ETHICS BOARD APPLICATION FORM for ETHICS CLEARANCE 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 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

Powered by **Process Pathways**

Welcome: Queen's Researcher

Application Ref No: 18791 **Project Title:** Enter title here

Project Work Flow State: Pre Submission

Application Form: HEALTH SCIENCES RESEARCH
ETHICS BOARD APPLICATION FORM for ETHICS
CLEARANCE

Save

Close

Print

Export to Word

Export to PDF

Submit

Project Info

Project Team Info

* HEALTH SCIENCES RESEARCH ETHICS BOARD APPLICATION FORM for ETHICS CLEARANCE

Attachments

Approvals

Logs

Errors

HEALTH SCIENCES RESEARCH ETHICS BOARD APPLICATION FORM for ETHICS CLEARANCE -> 5. Risk/Benefits Estimates:5.1 Potential Benefits to Participants 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)

Submitting an HSREB Application

The screenshot displays the HSREB application submission interface. At the top, it shows the 'Application Ref No: 18790' and 'Project Title: Enter title'. Below this, the 'Project Work Flow State' is 'Pre Submission'. A row of buttons includes 'Save', 'Close', 'Print', 'Export to Word', 'Export to PDF', and 'Submit'. A callout box points to the 'Submit' button with the text: 'Start by clicking the Submit button at the top of the screen to open the Work Flow Action screen'. Below the buttons is a navigation bar with tabs for 'Project Info', 'Project Team Info', 'HEALTH SCIENCES RESEARCH ETHICS BOARD APPLICATION FORM for ETHICS CLEARANCE', 'Attachments', 'Approvals', and 'Logs'. The main form area contains fields for 'Title *:', 'Start Date:', 'End Date:', and 'Keywords:'. A 'Work Flow Action' dialog box is open, featuring a 'Comments:' text area and two 'Submit' buttons. One 'Submit' button is at the top right of the dialog, and another is at the bottom right. A callout box points to the top 'Submit' button with the text: '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'. Another callout box points to the 'Comments:' text area with the text: 'Please enter a comment in the textbox provided. Comment can be a simple sentence (e.g. "Submitting HSREB for review.")'. The background of the main form is dimmed.

Application Ref No: 18790 Project Title: Enter title
Project Work Flow State: Pre Submission

Save Close Print Export to Word Export to PDF Submit

Project Info Project Team Info HEALTH SCIENCES RESEARCH ETHICS BOARD APPLICATION FORM for ETHICS CLEARANCE Attachments Approvals Logs

Title *: Enter title

Start Date:

End Date:

Keywords: Add

Work Flow Action

Submit Cancel

Comments:

Submit Cancel

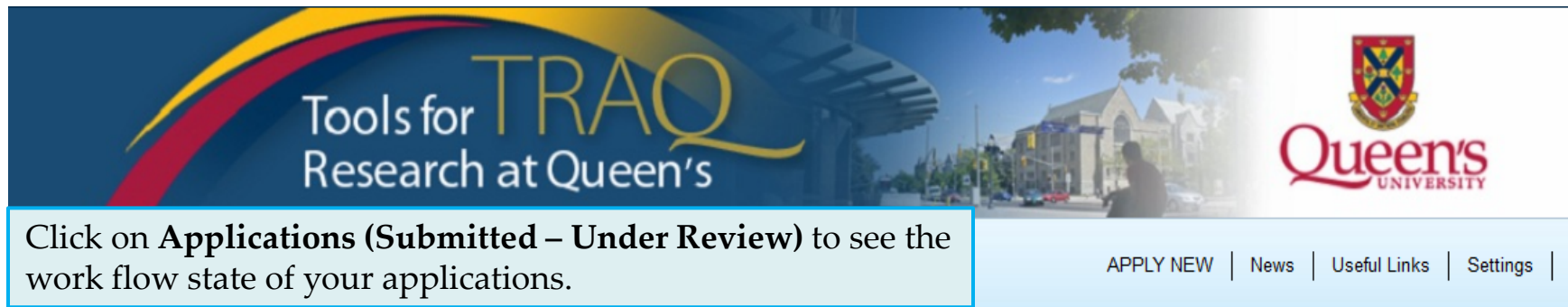
Start by clicking the Submit button at the top of the screen to open the Work Flow Action screen

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

Please enter a comment in the textbox provided. Comment can be a simple sentence (e.g. "Submitting HSREB for review.")

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)**



The screenshot shows the TRAQ (Tools for Research at Queen's) application dashboard. At the top, there is a banner with the TRAQ logo and the Queen's University crest. Below the banner, a navigation bar contains the text "Click on **Applications (Submitted – Under Review)** to see the work flow state of your applications." To the right of this text are navigation links: "APPLY NEW | News | Useful Links | Settings |". Below the navigation bar, there are two side-by-side panels for different user roles: "Principal Investigator" and "Project Team Member". Each panel lists application statuses and counts, with the "Applications (Submitted - Under Review)" link highlighted in red in the Principal Investigator panel.

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

Work Flow State of Applications Under Review

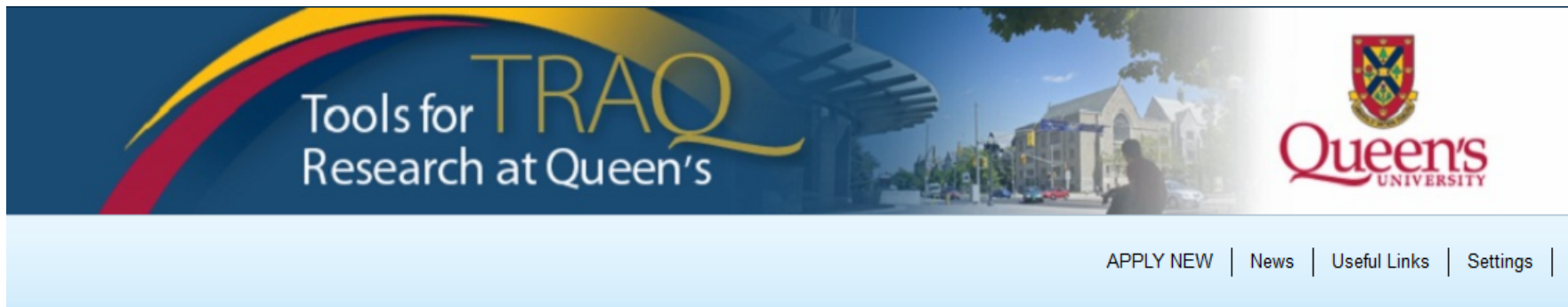
- Check the status of your application(s) under review under the Status Snapshot column.
- In the example below, the HSREB application is pending approval from HSREB (Workflow Status: ORS Review).

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"/> ▾	
View Clone	Ref No : 18790	Enter title	Dr. Queen's Researcher (Faculty of Health Sciences\Biomedical and Molecular Sciences)	HEALTH SCIENCES RESEARCH ETHICS BOARD APPLICATION FORM for ETHICS CLEARANCE (Certification\Human Ethics)	Project Status: Pending Workflow Status: ORS 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 P.I., 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 P.I. is the only person who has the ability to re-submit the application.



Role : Principal Investigator

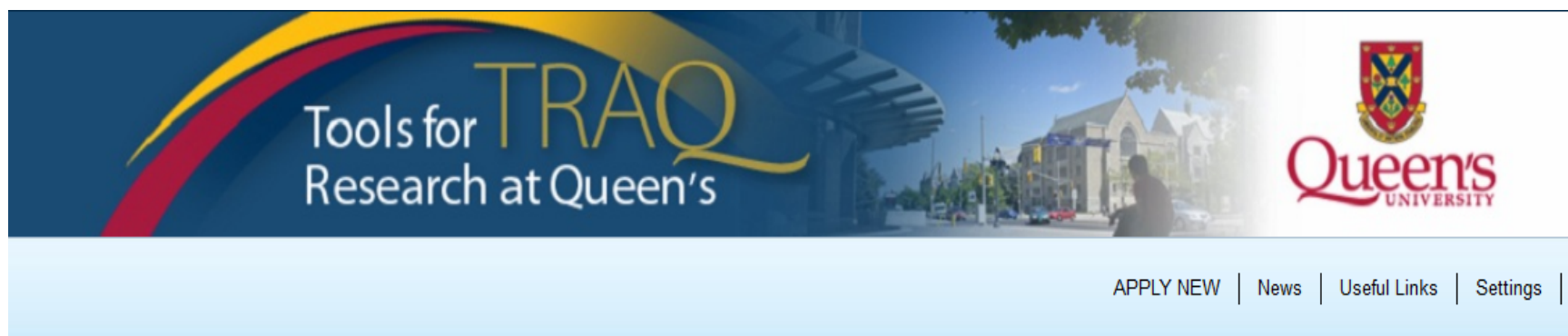
Applications (Saved - Not Submitted)	(3)
Applications (Submitted - Requiring My Attention)	(0)
My Reminders	(0)
Applications (Submitted - Under Review) [Click here...]	
Applications (Submitted - Post Review) [Click here...]	
Applications (Withdrawn) [Click here...]	

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...]	

Approved Applications

- Once the application has been approved, the P.I., 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) [\[Click here...\]](#)

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

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



Need assistance/have a question?

Contact the TRAQ Helpdesk

(613) 533-6000, ext. 78426

Email: traq@queensu.ca