

# USER MANUAL FOR THE NEW RESEARCH DATA SUMMARY AND SIGNATURE SYSTEM

*Office of Research Services  
Queen's University*

## USER MANUAL FOR THE NEW RESEARCH DATA SUMMARY AND SIGNATURE SYSTEM

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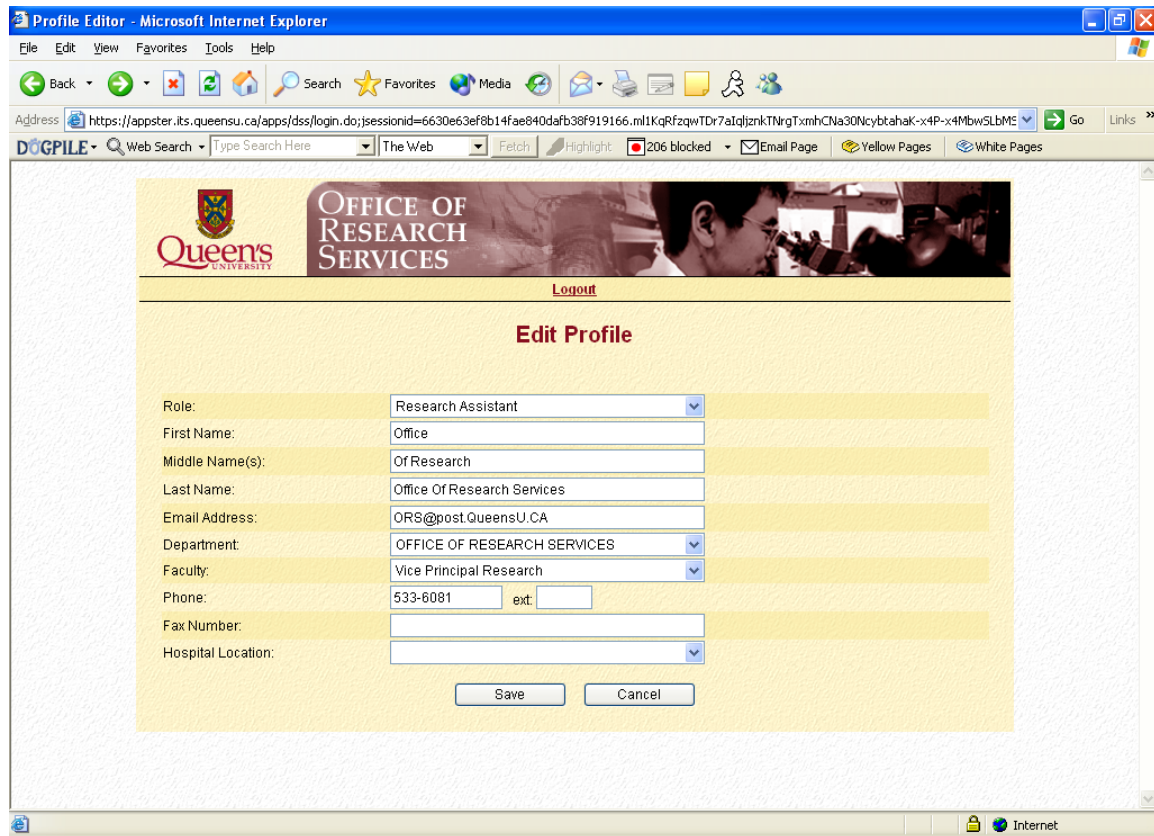
## Getting Started

The Office of Research Services introduced the initial version of our new Data Summary and Signature System on January 5, 2004.

After you have obtained your NetID and password you can log onto the system through the [Research Data Summary & Signature System](https://eservices.queensu.ca/apps/dss/) link on <https://eservices.queensu.ca/apps/dss/>

## Completing Your Profile

When you log on for the first time you will be requested to fill out your user profile:



The screenshot shows a web browser window titled "Profile Editor - Microsoft Internet Explorer". The address bar shows the URL: <https://appster.its.queensu.ca/apps/dss/login.do;jsessionid=6630e63ef8b14fae840dafb38f919166.m11KqRfzqwTDy7aIqjznkTNgT.xmhCNa30NcybtahaK-x4P-x4Mbw5LBM2>. The page header includes the Queens University logo and the text "OFFICE OF RESEARCH SERVICES". Below the header is a "Logout" link. The main content area is titled "Edit Profile" and contains the following form fields:

Role:	Research Assistant
First Name:	Office
Middle Name(s):	Of Research
Last Name:	Office Of Research Services
Email Address:	ORS@post.queensu.ca
Department:	OFFICE OF RESEARCH SERVICES
Faculty:	Vice Principal Research
Phone:	533-6081 ext:
Fax Number:	
Hospital Location:	

At the bottom of the form are "Save" and "Cancel" buttons.

Please fill out the fields. All fields except Middle Name, Phone Extension, Fax Number and Hospital Location are required.

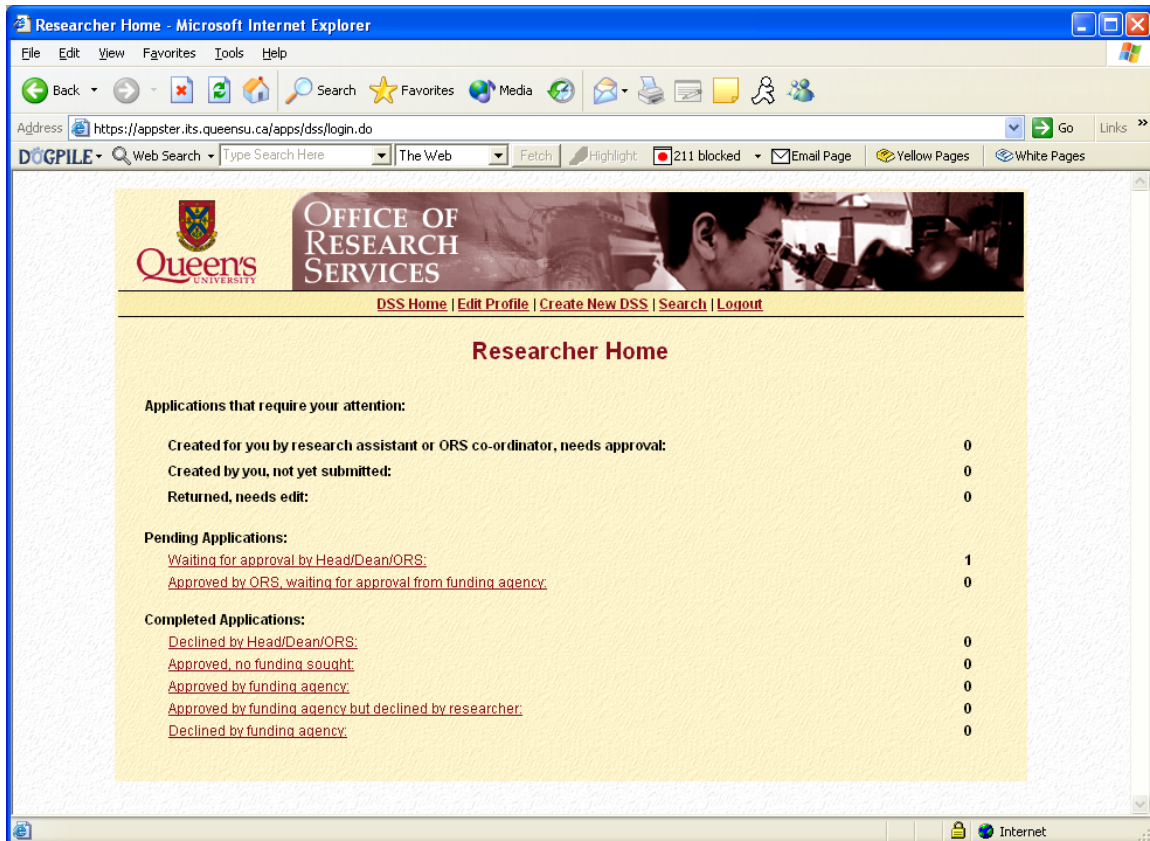
If you are a Department Head or Dean, please contact Tom Herra at [herra@queensu.ca](mailto:herra@queensu.ca) to request that you be assigned the rights and privileges of that role within our system.

Once you have completed your profile (and every time you log on subsequently) you will be taken to your home page.

## Home Page Features

### *Viewing Your DSSes*

On your home page you will see a list of queues. These vary depending on the role of the user (assisting a Researcher, Researcher, Department Head, Dean, etc.)  
A researcher will see the following list of queues:



In order to view the DSSes in the status indicated by any queue, click on the applicable link along the left-hand side of the page. You will then be taken to the list of DSSes at that stage of the process.

Department heads will have a Switch to Head link in the top bar of links and Deans will have a Switch to Dean link. These links allow department heads and deans to view, approve and esign or reject any proposed research in their department or faculty. Once they have completed approving any pending DSSes, they may return to look at their own research or create their own DSSes by clicking on the Switch to Researcher link across the top.



### ***Printing Your DSS***

If you click on the edit link on the far right, you can re-access the DSS to view it or print it. You can print an existing DSS by clicking on the Print DSS link along the top of the page. This will generate an Adobe version of the DSS which you can print off (or save to email as an attachment to someone such as a co-investigator as an attachment).

## **Creating a New Data Summary and Signature (DSS) Record**

To start a new DSS, go to your home page and click on the [Create New DSS](#).

### ***Investigators***

You will be taken to the Investigators tab. For Principal Investigator, you will select the PI or the lead faculty member at Queen's responsible for the research (such as the lead Co-investigator or the faculty supervisor if a student project even if the student is the PI)

To select the Principal Investigator, click on the Find button and you will be taken to the Search DSS System for a User window. Type the person's last name in the Last Name field and click search. You will see a list of people with that name who already have profiles completed in our system. When you find your PI in the list, just click on [Select User](#) and then his/her information will be filled in automatically. If the PI is affiliated with a Research Centre for this research project, please list the research centre, acronym first, then a space and then the full name of the research centre. (Please see Appendix A for a standardized list of research centres where Queen's research has taken place previously.)

If the PI is not listed there, then click on the [Search Queen's Directory](#) link. In the name field, enter the person's last name only (or first name only if it is a rarer first name!). You will then be able to see your choice in the list below. Please click on [Select User](#) to make your selection. You will need to fill in the PI's department and faculty if they have not completed a profile in our system yet.

To add a co-investigator, click on the *Add* button. When you try to enter something in the name field, you will get the 'Search DSS System for a User' window popping up. The procedure for selecting the co-investigators is the same as it was for selecting the PI from this point.

To add non-Queen's investigators (either a PI or co-investigators), please click on the second *Add* button. You will then see the following window:

Office of Research Services - Microsoft Internet Explorer

**Add Non Queen's Co-investigator**

First Name:

Last Name:

Location:

Description:

Fill in the person's name, their location (e.g. McGill University) and a description (e.g. PI, McGill Department of Medicine). If the person is a PI, please put PI in the Description field. When you have completed the fields, please click on the *Add User* button. If there are other non-Queen's investigators add them in a similar fashion. Click on the Close Window button when you are finished.

Then check over the investigators to be sure you have included everyone. If it is complete and accurate click on the Save → button to proceed to the next tab.

### ***General Information***

The next tab is the General Information tab, shown on the following page in two screens. Click on the drop-down list and select the agency (organization, company, etc.) from which you are requesting funding. If the agency has a deadline for applications, please insert this into the "Due Date at Agency/Sponsor" field.

If this is a graduate or undergraduate research project where the student himself/herself is the PI, please choose Yes for "Student Project" and complete the student's name and student number.

Under type, please choose the category of funding which best describes the research funding you are applying for.

If this is a sub-grant, please specify the main grant holder (e.g. University of Toronto holds a SSHRC grant, but Queen's is getting some of the grant money). If this is a

Office of Research Services - WWW Data Summary and Signature Form - Microsoft Internet Explorer

Address: https://appster.its.queensu.ca/apps/dss/dss1.do

**Queens University** Data Summary & Signature Sheet

[DSS Home](#) | [FAQ](#) | [Create Similar DSS](#) | [Print DSS](#) | [Logout](#)

**Title:** test only  
**Status:** ORS co-ordinator editing  
**App Num:** 361

[Investigators](#)   [General Information](#)   [Budget Information](#)   [Summary of Reviews & Credentials](#)  
[General ORS - Use](#)   [Ethics](#)   [Contracts](#)   [Save / Submit / Sign](#)

Agency/Sponsor:

Due Date at Agency / Sponsor:

Student Project:  Yes  No

Type:

Is this a sub-grant:  Yes  No

Is this a subcontract?  Yes  No

Is Queen's subcontracting any of the research work?  Yes  No

Multiple Institutions:  Yes  No

Hospital Location (if applicable):

E-mail address of Head for Approval:

E-mail address of Dean only if Approval Required:

Only necessary for Dean approval if:  
- you are a departmental head OR  
- you are requesting a teaching release OR  
- there is a university commitment of cash or in kind

Office of Research Services - WWW Data Summary and Signature Form - Microsoft Internet Explorer

Address: https://appster.its.queensu.ca/apps/dss/dss1.do

Student Project:  Yes  No

Type:

Is this a sub-grant:  Yes  No

Is this a subcontract?  Yes  No

Is Queen's subcontracting any of the research work?  Yes  No

Multiple Institutions:  Yes  No

Hospital Location (if applicable):

E-mail address of Head for Approval:

E-mail address of Dean only if Approval Required:

Only necessary for Dean approval if:  
- you are a departmental head OR  
- you are requesting a teaching release OR  
- there is a university commitment of cash or in kind

Peer Reviewed:

Has this project been peer reviewed?

Project Title:

Keywords:

Misc. Description:

subcontract, please specify the main contractor. If Queen's is subcontracting some of the research work, please specify to whom. If there are multiple institutions participating in the project (e.g. the University of Toronto, McGill, and Queen's), please choose Yes and specify all institutions involved (other than hospitals) other than Queen's and please separate them by commas.

If the research is going to take place at a hospital or hospitals, please specify these through clicking on the Add/Edit button and adding any local hospitals listed or requesting the addition of any hospitals not listed.

If you are going to get your DSS approvals through routing and signatures, please fill in the department head's email address in the "E-mail address of Head for Approval" and if the Dean's permission is required for this particular project (see conditions where dean approval is required on form), please enter it in the "E-mail address of Dean only if Approval Required".

Please make a selection for "Peer Reviewed: Has this project been peer reviewed?" This refers to a pre-submission internal review.

Please fill in the "Project Title" for your proposed research project and the Keywords for this research. You may add any additional information you wish to regarding the research project or its budget in the "Misc. Description" field. This may include more details about the sponsor (a specific program or subdivision, who the main sponsor is (although the agreement Queen's has is with another company), clinical trial details (such as # patients expected and total direct costs per patient and overhead/patient and the total expected (the total proposed budget for all patients should be detailed on the Budget Information tab.

Then check over the General Information tab to be sure it is accurate and complete. If it is complete and accurate click on the Save → button to proceed to the next tab.

## Budget Information

The next tab is the Budget Information tab and if you select Yes for “Funding Sought”, you will view the following page (in 3 screens):

**Queen's UNIVERSITY**

### Data Summary & Signature Sheet

[DSS Home](#) | [FAQ](#) | [Create Similar DSS](#) | [Overhead Policy](#) | [Print DSS](#) | [Logout](#)

**Title:** N/A  
**Status:** Research assistant editing  
**App Num:** 491

**Proposed Budget** - For annual or other specified time periods of project.

[Investigators](#) | [General Information](#) | **[Budget Information](#)** | [Summary of Reviews & Credentials](#)

[Save / Submit / Sign](#)

Funding Sought:  Yes  No

If more periods are needed, change the current period option.

Select visible periods:  1 to 5  6 to 10  11 to 15

\* Please round all budget and overhead figures off to the nearest dollar.

	Period 1 (Yr 1)	Period 2 (Yr 2)	Period 3 (Yr 3)	Period 4 (Yr 4)	Period 5 (Yr 5)	Total
Start Date						
Month:						
Day:						
Year:						
End Date						
Month:						
Day:						
Year:						
IN-KIND						
Contributions	0.0	0.0	0.0	0.0	0.0	\$0.00

Office of Research Services - WWW Data Summary and Signature Form - Microsoft Internet Explorer

Address: https://appster.its.queensu.ca/apps/dss/dss2.do

	Period 1 (Yr 1)	Period 2 (Yr 2)	Period 3 (Yr 3)	Period 4 (Yr 4)	Period 5 (Yr 5)	Total
<b>DIRECT COSTS</b>						
Personnel	0.0	0.0	0.0	0.0	0.0	\$0.00
Grad Stipend	0.0	0.0	0.0	0.0	0.0	\$0.00
Supplies	0.0	0.0	0.0	0.0	0.0	\$0.00
Equipment	0.0	0.0	0.0	0.0	0.0	\$0.00
Travel	0.0	0.0	0.0	0.0	0.0	\$0.00
Subcontracts	0.0	0.0	0.0	0.0	0.0	\$0.00
Other	0.0	0.0	0.0	0.0	0.0	\$0.00
<b>TOTAL DIRECT COSTS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>INDIRECT COSTS</b> (Overhead on Contracts & Agreements & Industrial Grants)						
0.0% on	0.0	0.0	0.0	0.0	0.0	\$0.00
Equipment	0.0	0.0	0.0	0.0	0.0	\$0.00
0.0% on	0.0	0.0	0.0	0.0	0.0	\$0.00
Equipment	0.0	0.0	0.0	0.0	0.0	\$0.00
0.0% on	0.0	0.0	0.0	0.0	0.0	\$0.00
Equipment	0.0	0.0	0.0	0.0	0.0	\$0.00
0.0% on TDC	0.0	0.0	0.0	0.0	0.0	\$0.00
	0.0	0.0	0.0	0.0	0.0	\$0.00
<b>OVERHEAD TOTALS</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>\$0.00</b>
<b>GRAND TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Update Totals

Office of Research Services - WWW Data Summary and Signature Form - Microsoft Internet Explorer

Address: https://appster.its.queensu.ca/apps/dss/dss2.do

0.0% on	0.0	0.0	0.0	0.0	0.0	\$0.00
Equipment	0.0	0.0	0.0	0.0	0.0	\$0.00
0.0% on	0.0	0.0	0.0	0.0	0.0	\$0.00
Equipment	0.0	0.0	0.0	0.0	0.0	\$0.00
0.0% on	0.0	0.0	0.0	0.0	0.0	\$0.00
Equipment	0.0	0.0	0.0	0.0	0.0	\$0.00
0.0% on TDC	0.0	0.0	0.0	0.0	0.0	\$0.00
	0.0	0.0	0.0	0.0	0.0	\$0.00
<b>OVERHEAD TOTALS</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>\$0.00</b>
<b>GRAND TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Update Totals

If more periods are needed, change the current period option.  
 Select visible periods:  1 to 5  6 to 10  11 to 15

Periods Requested: 1

**ORS Office Use Only:**  
 Amendments:   
 Award Received:

<< Save    Save & Exit    Save >>

The budget period may be up to 15 years long (although most are less than 5). If the budget period is longer than five years, you may select “6 to 10” or “11 to 15” to view and complete those budget periods after you have completed the first five periods.

For each budget period, enter the proposed start and end dates. These must be no more than one year, but can be less than a year. For example, if your project is two and a half year long, your budget might be completed as follows:

Period 1	April 1, 2005 - March 31, 2006
Period 2	April 1, 2006 - March 31, 2007
Period 6	April 1, 2007 – September 30. 2007

Under “In-Kind Contributions”, please list any contributions by the sponsor which are Given in goods, commodities, or services instead of in money.

Under Direct Costs, please list the amount of each period’s budget allocated to each category of expense. If this is a research agreement/contract, then you will need to add in the appropriate overhead charges. If there is a subcontract you may list it separately to facilitate overhead calculations (no overhead on subcontracts).

List Indirect costs in the area provided. To avoid the appearance of cents in your budget you may enter in your overhead rounded to the nearest dollar along the bottom row of this area. Please indicate in the blank field to the left what the overhead rate is and what it applies to (e.g. 30% on TDC or 20% on Personnel).

Once you have completed all budget fields, just click on the “Update Totals” button to add all the columns and rows. Double-check to make sure these totals match those on your grant or contract’s proposed budget.

When you have completed your budget, change the “Periods Requested” to match the number of periods in your budget (e.g. if there are three periods, choose 3).

Then check over the Budget Information tab to be sure it is accurate and complete. If it is complete and accurate click on the Save→ button to proceed to the next tab.

Please ignore the fields in the ORS Office Use Only section at the bottom. (These are for the contract amendment number and the date the funding applied for is received if the application is successful.)

### ***Summary of Reviews & Credentials***

The following is a picture of the Summary of Reviews & Credentials tab:

**Office of Research Services - WWW Data Summary and Signature Form - Microsoft Internet Explorer**

Address: <https://appster.its.queensu.ca/apps/dss/dss0.do>

**Queen's University** Data Summary & Signature Sheet

[DSS Home](#) | [FAQ](#) | [Create Similar DSS](#) | [Human Subjects](#) | [Animal Care](#) | [Biohazards](#) | [Print DSS](#) | [Logout](#)

**Title:** N/A  
**Status:** Research assistant editing  
**App Num:** 491

Investigators | General Information | Budget Information | Summary of Reviews & Credentials

Save / Submit / Sign

Please indicate if the following forms are required. Indicate status for those required.

	Status	Protocol #:	Date Approved:	Month	Day	Year
Human Ethics Review	<input type="text"/>	<input type="text"/> (AAA-####-##)	Date Approved:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Animal Care Review	<input type="text"/>	<input type="text"/> (AAA-####-##)	Date Approved:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Biohazards Review	<input type="text"/>	Level: <input type="text"/>	Date Approved:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Radiation Safety Review	<input type="text"/>	Level: <input type="text"/>	Date Approved:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Special Space Allocation Required?	<input type="radio"/> Yes <input type="radio"/> No					

<< Save | Save & Exit | Save >>

Please fill out the status of any potentially required reviews and the protocol numbers obtained and the dates they were approved. Indicate whether a special physical space will be required to conduct the research.

### ***Save/Submit/Sign***

The final screen of the DSS allows you to make any public comments about your DSS such as those you might want to pass onto the next person in the process (e.g. your department head) or those further on in the process (e.g. ORS staff). These comments will be a permanent part of your DSS but are probably best used for making note of corrections or attention required to something at some point with more permanent comments going in the Misc. Description field.

In order to electronically sign your DSS, click on the checkbox on this tab. When you have reviewed you DSS and are satisfied it is accurate and complete, click on the “Submit Application” button to send it forward to the next step in the process (often the department head for signature).

Once you have submitted your DSS, you will be taken to your home page. You may go into the queue where your DSS is sitting, click on the Edit link and then click on the Print DSS link across the top menu bar in order to generate an Adobe version of your DSS which you can print out.



If you have any questions related to DSS database, please contact Tom Herra at [herra@queensu.ca](mailto:herra@queensu.ca) or 613-533-6000, ext. 77433