



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

TRAQ – Awards Module

Reviewing TRAQ DSS Forms

Hospital Operational Directors - User Manual

September 2020

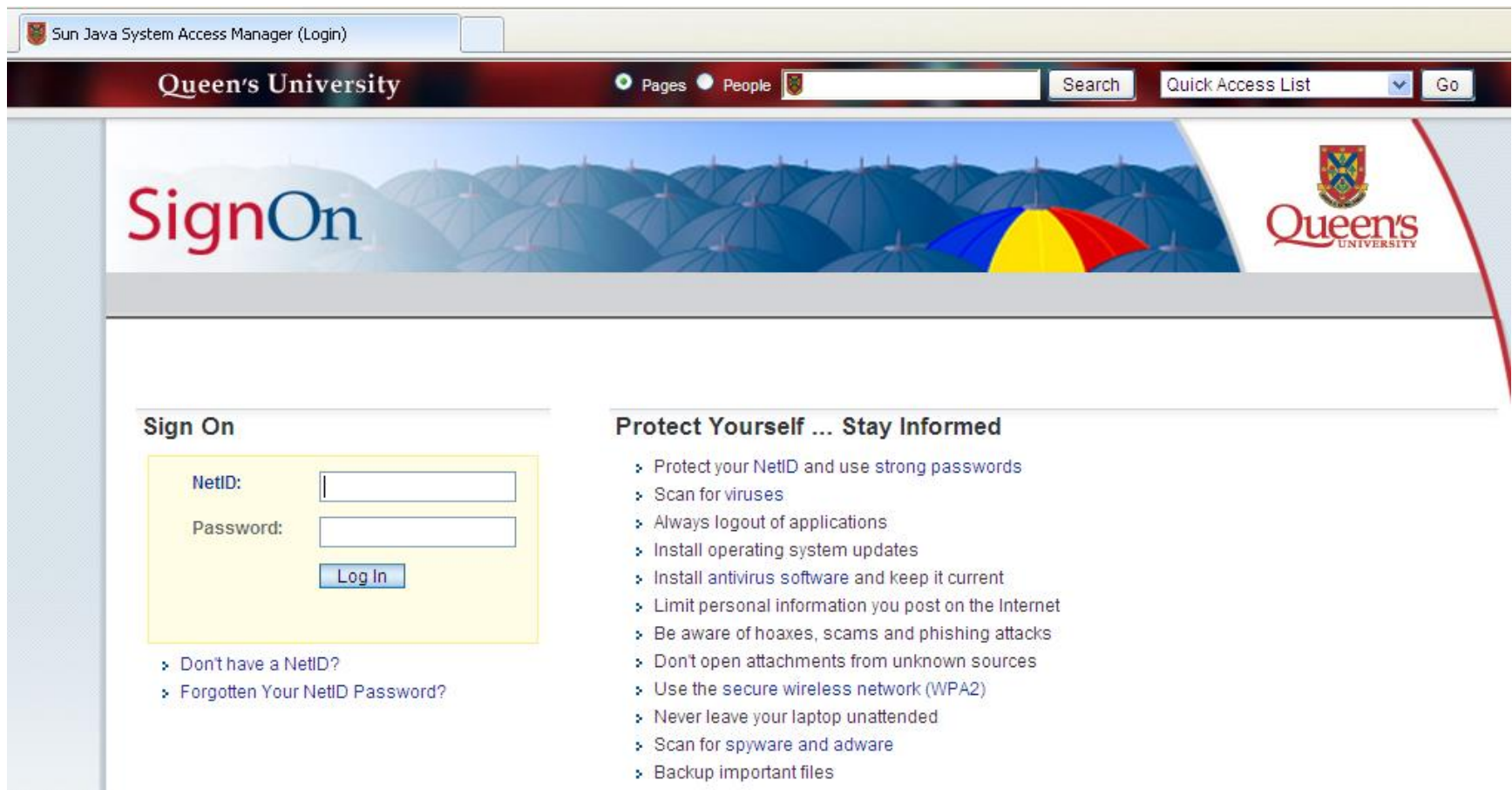
Accessing the Researcher's Portal

- Hospital Operational Directors are required to review and approve hospital-based projects submitted through TRAQ DSS Forms.
- TRAQ DSS Forms that have been submitted by PIs are accessed through the TRAQ Researcher's Portal.
- You will receive an email notification whenever there is a TRAQ DSS Form awaiting your review. You will also receive a reminder email on Monday mornings drawing your attention to any applications still pending your review.
- Hospital Operational Directors with a Queen's email address (Queen's faculty & staff) should use their regular Queen's NetID and strong password* to log into the Researcher's Portal through the Single SignOn, or through [MyQueensU/SOLUS](#) portal.
- External users (with KHSC and Providence Care email addresses) will log into the Researcher's Portal through the [Post-Registration Login Site](#) using their full email address, as their username, and the password that was created during registration.

**Information regarding managing your [Queen's NetID](#) and the [strong password](#) is available on the ITS website.*

Single SignOn for Queen's Faculty & Staff

- Enter your Queen's NetID and strong password to access the Researcher's Portal



Sun Java System Access Manager (Login)

Queen's University

Pages People

Search Quick Access List Go

SignOn

Queen's UNIVERSITY

Sign On

NetID:

Password:

[Log In](#)

- ✦ Don't have a NetID?
- ✦ Forgotten Your NetID Password?


Protect Yourself ... Stay Informed

- ✦ Protect your NetID and use strong passwords
- ✦ Scan for viruses
- ✦ Always logout of applications
- ✦ Install operating system updates
- ✦ Install antivirus software and keep it current
- ✦ Limit personal information you post on the Internet
- ✦ Be aware of hoaxes, scams and phishing attacks
- ✦ Don't open attachments from unknown sources
- ✦ Use the secure wireless network (WPA2)
- ✦ Never leave your laptop unattended
- ✦ Scan for spyware and adware
- ✦ Backup important files

Login Site for Queen's Students & External Users

- Enter your full email address and the password you created during registration to access the Researcher's Portal



Login 

Username

Password



Login


Register

Reset Password

Researcher's Portal

- Hospital Operational Directors will have at minimum three roles on their homepage: Principal Investigator, Project Team Member, and Custom Signing Authority. Any TRAQ DSS Form awaiting your approval will be available under **Role: Other Signing Authority**.



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Role: Principal Investigator	
Applications: Drafts	(0)
Applications: Requiring Attention	(0)
Applications: Under Review	(0)
Applications: Post-Review	(1)
Applications: Withdrawn	(0)
Events: Drafts	(0)
Events: Requiring Attention	(0)
Reminders	(0)
Role: Project Team Member	
Applications: Drafts	(0)
Applications: Requiring Attention	(0)
Applications: Under Review	(0)
Applications: Post-Review	(1)
Applications: Withdrawn	(0)
Events: Drafts	(0)
Events: Requiring Attention	(0)
Reminders	(0)
Role: Other Signing Authority	
Applications: New*	(2)
Applications: Post-Review	(133)

Accessing TRAQ DSS Forms

Role: Other Signing Authority

1. [Applications: New*](#) (2)
2. [Applications: Post-Review](#) (133)

TRAQ DSS Forms requiring your approval may be accessed through one of these quick links – the number in brackets represents the number of applications available in each quick link:

1. TRAQ DSS Forms recently submitted by PIs and awaiting your approval will be available through **Applications New (indicated in red colour)**;
2. Applications that you have reviewed and forwarded to the next signing authority (other Hospital Operational Director, Department Head) are accessible through **Applications Post Review**).

Reviewing/Approving TRAQ DSS Forms

- Click on **Applications New** to access any application awaiting your review. Then, click on 'View' to review the contents of the TRAQ DSS Form.



BACK TO HOME | Search

APPLY NEW

	File No	Project Title	Principal Investigator	Application Type	Status Snapshot
<input type="button" value="View"/> <input type="button" value="Latest Workflow"/>	<input type="text" value="Ref No : 47027"/>	<input type="text" value="Non-Gated cardiac CT angiography versus echocardiogram in the detection of cardiac thrombi in acute ischemic stroke"/>	<input type="text" value="Dr. Shirin Jalini (Faculty of Health Sciences/Medicine)"/>	<input type="text" value="TRAQ DSS FORM (Awards/Awards)"/>	<input type="text" value="Project Status: Pending Workflow Status: Other Signing Authority Review"/>
<input type="button" value="View"/> <input type="button" value="Latest Workflow"/>	<input type="text" value="Ref No : 47260"/>	<input type="text" value="Proximal Ulna Osteotomy: Examining Patient Outcomes Using a Novel Osteotomy in a Case Series."/>	<input type="text" value="Dr. Parham Daneshvar (Faculty of Health Sciences/Surgery)"/>	<input type="text" value="TRAQ DSS FORM (Awards/Awards)"/>	<input type="text" value="Project Status: Pending Workflow Status: Other Signing Authority Review"/>

Reviewing TRAQ DSS Forms

- You can review the application by going through the different tabs (and sub-tabs of the application form). Please see next slide for a description of the tabs.

Application Ref No: 7457 **Project Title:** Test CIHR Application - CNS Training Session - Feb 25, 2014 **Project Work**
Flow State: Other Signing Authority Review

Application Form: TRAQ DSS FORM

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

[Project Info](#) [Project Team Info](#) [Project Sponsor Info](#) [TRAQ DSS FORM](#) [Attachments](#) [Approvals](#) [Logs](#)

Title *:
Test CIHR Application - CNS Training
Session - Feb 25, 2014

Start Date: 

End Date: 

Keywords:

[Add](#)

training, testing, research,
neuroscience, Italy

[Clear all](#)

Related Certifications

	Certification Category	File No	Status	Renewal Date	Notes
	Biohazard	6011979	Active	2014/12/31	
	Animal Care		Pending		Active Animal Care Certification (ref no. 9999)
	Human Ethics	6011981	Active	2014/11/01	

Reviewing TRAQ DSS FORMS (Cont.)

Tab	Description
Project Info	<ul style="list-style-type: none">• Title of the project;• Keywords describing the project;• Link to any related certification (Biohazard, Human Ethics and/or Animal Care).
Project Team Info	<ul style="list-style-type: none">• Name of PI;• *Affiliation of PI – this information will be verified by department head to ensure that PIs with cross-appointments are submitting their TRAQ DSS Form to the appropriate department;• Names and roles of team members (e.g. Co-PIs, Co-Investigators, Research Coordinators, etc.).
Project Sponsor Info	<ul style="list-style-type: none">• Name of funding agency (agencies) being approached for funding;• Program PI is applying to;• Deadline date of the competition;• Amount requested from funding agency.

Reviewing TRAQ DSS Forms (Cont.)

Tab	Description
TRAQ DSS Form	<p>TRAQ DSS Form has 4 sub-tabs:</p> <ol style="list-style-type: none">1. General: questions regarding location where research will be conducted and research funds will be held;2. *Overhead: overhead rate that will be applied to the amount of research funds received – this information must be verified by department head/faculty signing authority;3. Hospital Research: to be completed by PIs whose research is to be conducted at one of the affiliated teaching hospitals (KHSC-KGH site, KHSC-HDH site, Providence Care);4. Checklist
Attachments	<ul style="list-style-type: none">• All attachments provided by the researcher, such as Research Proposal, Preliminary Budget/Budget Justification, Agreement, Hospital Departmental Impact and Information Form, etc. can be accessed through this tab.
Approvals	<ul style="list-style-type: none">• This is where all Hospital Operational Directors who have been selected to approve the application will access the “Approval Process” button.
Logs	<p>There are two logs:</p> <ol style="list-style-type: none">1. Application Workflow Log: tracks and time stamps approvals and messages. The Workflow Log starts to populate after the PI submits the application;2. Application Log: tracks and time stamps every action taken on the application.

Exporting TRAQ DSS Form to Word/PDF

- Although you can view an application by going through its different tabs and sub-tabs, you may also export it to Word or PDF which allows you to view the entire application in one document.

Application Ref No: 7457 **Project Title:** Test CIHR Application - CNS Training Session - Feb 25, 2014 **Project Work**
Flow State: Other Signing Authority Review

Application Form: TRAQ DSS FORM

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

[Project Info](#) [Project Team Info](#) [Project Sponsor Info](#) [TRAQ DSS FORM](#) [Attachments](#) [Approvals](#) [Logs](#)

Title *:
Test CIHR Application - CNS Training
Session - Feb 25, 2014

Start Date: 

End Date: 

Keywords:

[Add](#)

training, testing, research,
neuroscience, Italy

[Clear all](#)

Related Certifications

	Certification Category	File No	Status	Renewal Date	Notes
	Biohazard	6011979	Active	2014/12/31	
	Animal Care		Pending		Active Animal Care Certification (ref no. 9999)
	Human Ethics	6011981	Active	2014/11/01	

Reviewing Attachments

- Click on the Attachments tab. From there you can access any of the documents listed below by clicking on their hyperlinked title under the Attachment column. This is where the research proposal, budget, or Hospital Impact Form can be viewed.

Application Ref No: 5717 **Project Title:** Test Application #2 - Queen's Researcher **Project Work Flow State:** Department
Signing Authority Review

Application Form: TRAQ DSS FORM

[Close](#) [Print](#) [Export to Word](#) [Export to PDF](#) [WithDraw](#)

NOTE: You are in view only mode, and changes cannot be saved.

[Project Info](#) [Project Team Info](#) [Project Sponsor Info](#) [TRAQ DSS FORM](#) [Attachments](#) [Approvals](#) [Logs](#)

Please attach the following documents:

- Research Proposal or Contract
- Budget or Budget Justification (if not included in the above document)
- If partners are involved, letters of support (if not included in the above document)

Instructions for Approvals TAB

The next tab has a section called "Approvals" that indicates which esignatures are required. This is for information only and no action is required from you.

	Attachment	Description	Version Date	Doc / Agreement
	6007578.docx Uploaded on: 2013/11/25	Propo	2013/11/25	Research Proposal
	Copy of Budget Template for TRAQ-IG.xlsx Uploaded on: 2013/11/25		2013/11/25	Budget Justification

Hyperlinked
attachments

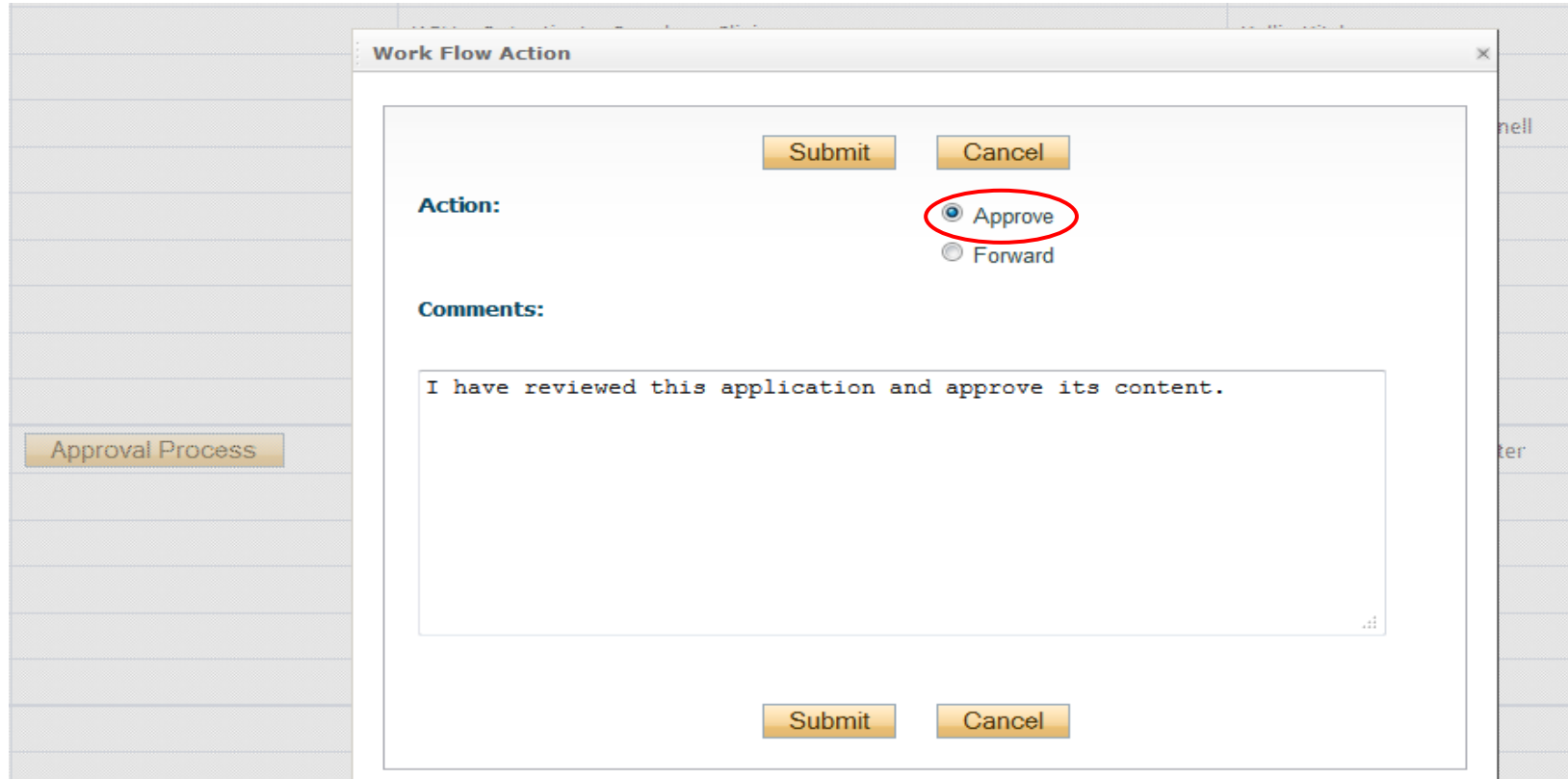
Submitting Comments/Approving TRAQ DSS Form

- Go to Approvals tab and click on “Approval Process” button next to your name.
- You will also be able to see if any other Hospital Operational Directors were selected to approve the file, and what their decision was if they have already submitted their decision.

<input type="checkbox"/>		KGH - Renal Services	John Do		
<input checked="" type="checkbox"/>	Approval Process	KGH - RESEARCH	Joe Smith	Pending	
<input type="checkbox"/>		KGH - Sleep Laboratory	Jane Do		
<input type="checkbox"/>		KGH - Surgery/Perioperative/Anesthesiology	Leo King		
<input type="checkbox"/>		PC - Adult Treatment & Rehabilitation Program	Leslie Lester		
<input type="checkbox"/>		PC - Clinical Support Services	J.J. Junior		
<input type="checkbox"/>		PC - Complex Continuing Care	Jo Little		
<input type="checkbox"/>		PC - Decision Support	R.R. Simmons		

Action: Approve and Forward to Next Signing Authority

- If you are satisfied with the contents of the application and are ready to submit it to University Research Services, please click the 'Approve' radio button, enter a brief comment, and click on 'Submit' to approve the application.



The screenshot displays a 'Work Flow Action' dialog box. At the top, there are 'Submit' and 'Cancel' buttons. Below these, the 'Action:' section contains two radio buttons: 'Approve' (which is selected and circled in red) and 'Forward'. The 'Comments:' section features a text area with the text 'I have reviewed this application and approve its content.' At the bottom of the dialog, there are another 'Submit' and 'Cancel' buttons. In the background, a sidebar shows a button labeled 'Approval Process'.

Action: Forward to Next Signing Authority - Conditional approval



- If you are unable to approve the application, you may simply forward it to the next signing authority without approving it. Please use “Comments” textbox to make note of the issues and indicate whether or not, you have had a chance to discuss these with the PI.
- The Department Head, and Research Administrators, will be able to read your comments in the Workflow Log, and follow up with the PI if necessary.

A screenshot of a web application window titled "Work Flow Action". The window contains a "Submit" button and a "Cancel" button at the top. Below them is the "Action:" section with two radio buttons: "Approve" and "Forward". The "Forward" radio button is selected and circled in red. Below the "Action:" section is the "Comments:" section, which contains a text area with the following text: "I have reviewed this application and cannot approve as is. I have discussed the following issues with the PI:". Below the text area are three lines of text: "Issue 1...", "Issue 2...", and "Issue 3...". At the bottom of the window are two more "Submit" and "Cancel" buttons. The window is set against a background of a grid pattern.

Action: Forward to Next Signing Authority - Conditional approval



- In your comments section you can also indicate that you are not able to approve at this point and you would like to have access to this application later to issue HOD Final Approval. Once the application comes to administrative site, milestone reminder: “Waiting for HOD Final Approval” will be set and the application will be assigned again in your TRAQ Portal with the new role “Reviewer”

Final HOD approval process, role REVIEWER



ROME - Researcher Portal

https://queensu.researchservicesoffice.com/ROME.Researcher.Admin/(S(rowq40bjzjvgbtdczb51mgcf))/Researcher/HomePage/HomePage.aspx

Powered by Process Pathways | Product Info

Welcome: Veronique Briggs | Home | My Profile | Contact Us | Help | Logout

Tools for TRAO
Research at Queen's

Queen's UNIVERSITY

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Role: Principal Investigator	
Role: Project Team Member	
Role: Other Signing Authority	
Applications: New*	(1)
Applications: Post-Review	(224)
Role: Reviewer	
Applications: Chair*	(1)
Applications: Reviewer (New)	(0)
Applications: Reviewer (In Progress)	(0)
Events: Chair	(0)
Events: Reviewer (New)	(0)
Events: Reviewer (In Progress)	(0)

In the role: REVIEWER click on the link: Applications: Chair*



ROME - Researcher Portal

https://queensu.researchservicesoffice.com/ROMEO.Researcher.Admin/(S(rowq40bjzjvgbtdczb51mgcf))/Researcher/HomePage/HomePage.aspx

Welcome: Veronique Briggs | Home | My Profile | Contact Us | Help | Logout

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Role: Principal Investigator	
Role: Project Team Member	
Role: Other Signing Authority	
Applications: New*	(1)
Applications: Post-Review	(224)
Role: Reviewer	
Applications: Chair*	(1)
Applications: Reviewer (New)	(0)
Applications: Reviewer (In Progress)	(0)
Events: Chair	(0)
Events: Reviewer (New)	(0)
Events: Reviewer (In Progress)	(0)

Click on VIEW icon to review application



ROME - Researcher Portal

https://queensu.researchservicesoffice.com/ROME.Researcher.Admin/(S(rowq40bjgvgbtdczb51mgcf))/Researcher/HomePage/MyReviewerList.aspx?quicklink=1

Welcome: Veronique Briggs | Home | My Profile | Contact Us | Help | Logout

Tools for TRAQ Research at Queen's

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Reset Filters | Export To Excel

	File No	Project Title	Principal Investigator	Event Snapshot
View	6029120	KGH-OCREB-CTO #1965, CA209-7FL 'A Randomized, Multicenter, Double-blind, Placebo-controlled Phase 3 Study of Nivolumab Versus Placebo in Combination With Neoadjuvant Chemotherapy and Adjuvant Endocrine Therapy in Patients With High-risk, Estrogen Receptor-Positive (ER+), Human Epidermal Growth Factor Receptor 2-Negative (HER2-) Primary Breast Cancer'	Dr. Francisco Vera-Badillo	TRAQ DSS FORM (New Approval Process)

Review the application by going through the different tabs (and sub-tabs of the application form) – the same way as initial HOD review



File No: 6029120 Project Title: KGH-OCREB-CTO #1965_CA209-7FL "A Randomized, Multicenter, Double-blind, Placebo-controlled Phase 3 Study of Nivolumab Versus Placebo in Combination With Neoadjuvant Chemotherapy and Adjuvant Endocrine Therapy in Patients With High-risk, Estrogen Receptor-Positive (ER +), Human Epidermal Growth Factor Receptor 2-Negative (HER2-) Primary Breast Cancer" Project Work flow State: ORS Review

Application Form: TRAQ DSS FORM

New mode. Click Review to enter, save and submit comments.

Project Info

Project Team Info

Project Sponsor Info

TRAQ DSS FORM

Attachments

Approvals

Logs

Committee Reviews

Title :

KGH-OCREB-CTO #1965_CA209-7FL "A Randomized, Multicenter, Double-blind, Placebo-controlled Phase 3 Study of Nivolumab Versus Placebo in Combination With Neoadjuvant Chemotherapy and Adjuvant Endocrine Therapy in Patients With High-risk, Estrogen Receptor-

Project Status:

Pending

Start Date:

End Date:

Keywords:

Add

Cancer Research, Breast Cancer, Clinical Trial, Phase III

Clear all

Cannabis Study :

Yes

N/A

Related Certifications

Certification Category	File No	Status	Renewal Date	Notes
Human Ethics		Pending		OCREB is the Board of Record for this study.

Click on yellow REVIEW icon to make final approval



File No: 6029120 Project Title: KGH-OCRES-CTO #1965_CA209-7FL "A Randomized, Multicenter, Double-blind, Placebo-controlled Phase 3 Study of Nivolumab Versus Placebo in Combination With Neoadjuvant Chemotherapy and Adjuvant Endocrine Therapy in Patients With High-risk, Estrogen Receptor-Positive (ER+), Human Epidermal Growth Factor Receptor 2-Negative (HER2-) Primary Breast Cancer" Project Work Flow State: ORS Review

Application Form: TRAQ DSS FORM


Close Print Export to Word Export to PDF Review

View mode. Click Review to enter, save and submit comments.

Project Info	Project Team Info	Project Sponsor Info	TRAQ DSS FORM	Attachments	Approvals	Logs	Committee Reviews										
<p>Title : KGH-OCRES-CTO #1965_CA209-7FL "A Randomized, Multicenter, Double-blind, Placebo-controlled Phase 3 Study of Nivolumab Versus Placebo in Combination With Neoadjuvant Chemotherapy and Adjuvant Endocrine Therapy in Patients With High-risk, Estrogen Receptor-</p> <p>Project Status: Pending</p> <p>Start Date: <input type="text"/></p> <p>End Date: <input type="text"/></p> <p>Keywords: <input type="text"/> <input type="button" value="Add"/> <input type="button" value="Clear all"/></p> <p>Cancer Research, Breast Cancer, Clinical Trial, Phase III</p> <p>Cannabis Study : <input type="radio"/> Yes <input checked="" type="radio"/> N/A</p> <p>Related Certifications</p> <table border="1"><thead><tr><th>Certification Category</th><th>File No</th><th>Status</th><th>Renewal Date</th><th>Notes</th></tr></thead><tbody><tr><td>Human Ethics</td><td></td><td>Pending</td><td></td><td>OCRES is the Board of Record for this study.</td></tr></tbody></table>								Certification Category	File No	Status	Renewal Date	Notes	Human Ethics		Pending		OCRES is the Board of Record for this study.
Certification Category	File No	Status	Renewal Date	Notes													
Human Ethics		Pending		OCRES is the Board of Record for this study.													

Select: "HOD Final Approval" in Review Decision to submit final approval




 Review Comments

Review Decision :

HOD Final Approval

- Select-
- Cannabis study approval
- HOD Final Approval**
- Request clarification from Researcher
- Study abandoned



Need assistance/have a question?

For assistance or questions related to Hospital-based research

Contact: Lisa McAvoy at Lisa.McAvoy@kingstonhsc.ca

or Veronica Lloyd at Veronica.Lloyd@kingstohsc.ca

Tel: 613-549-6666 ext.3344/8171

For technical questions:

Contact the TRAQ Helpdesk

(613) 533-6000, ext. 78426

Email: traq@queensu.ca

You may also use our [webform](#)
to submit an issue to our Online Support Centre.

