

# Tools for TRAQ Research at Queen's

## TRAQ – Human Ethics Module

Health Sciences Research Ethics Board (HSREB)

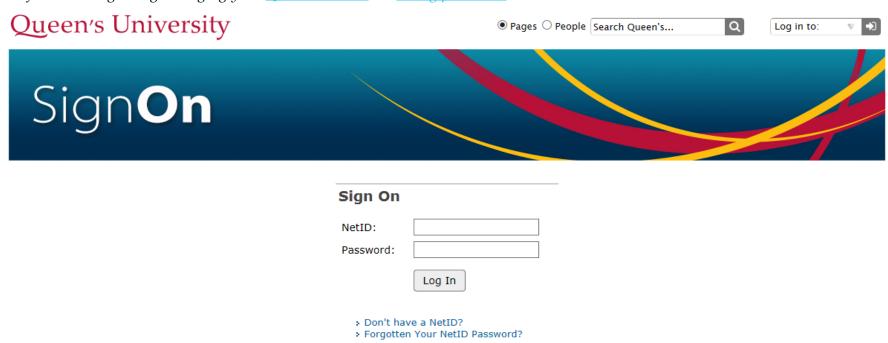
Applying for HSREB Certification

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 <u>TRAO website</u>.

\*Information regarding managing your <u>Queen's NetID</u> and <u>strong password</u> is available on the ITS website.



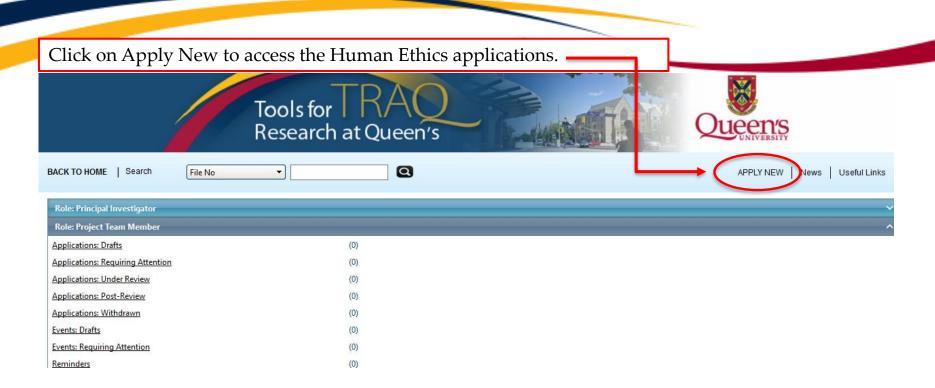
### Accessing the Researcher Portal (Cont.)

- Queen's students and external users, trying to log in for the **first time**, will need to complete the <u>Self Registration Form</u> 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 <u>Post-Registration Login Site</u>.
- When logging in through the Post Registration Login site, your username is the email address provided at the time of registration.



			Login 🕞
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Login	Register	Reset Password	

#### Researcher Portal – Describing the Homepage



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)

#### **GREB**

Application Name	Description	Status
GREB - General Research Ethics Board Standard Application Form	Complete and submit the NEW GREB Standard Application Form for human participant research in Social Sciences or Humanities.	Open
GREB Secondary Use of Data Application Form	This form should be used for conducting research on secondary data sets that were initially collected with an associated research ethics clearance and for publicly available anonymous data. Refer to the 'GREB Secondary Use of Data Application Form for Data Sets Initially Collected with an Associated Research Ethics Clearance and for Publicly Available Anonymous Data Guidelines' posted on GREB's website to determine if you are eligible to use this form.	Open
GREB Multi-Jurisdictional Research Application Form	This form is to be used when applying for GREB ethics clearance at Queen's University for multi-jurisdictional research, when ethics clearance has already been granted by an external research ethic board (REB). This form cannot be used for multi-jurisdictional research in the field of Health Sciences. Updated October 2017.	Open
GREB - Instructor Course-Based Research Assignment Application	Please complete this form if you are an instructor and you wish to oversee the conduct of course-based student research assignments, in accordance with the Students Course-Based Research Assignment Guidelines. Updated September 2016.	Open
	This application form is to be used for all research where self-study is the only type of research being conducted. Research that includes an element of self-study in combination with other forms of research should use the standard application form available through TRAQ. At the university, the most common use of self-study is in the Scholarship of Teaching and Learning (SoTL). However, not all SoTL is self-study nor is all self-study SoTL. NEW FORM - as of July 31 2017	Open

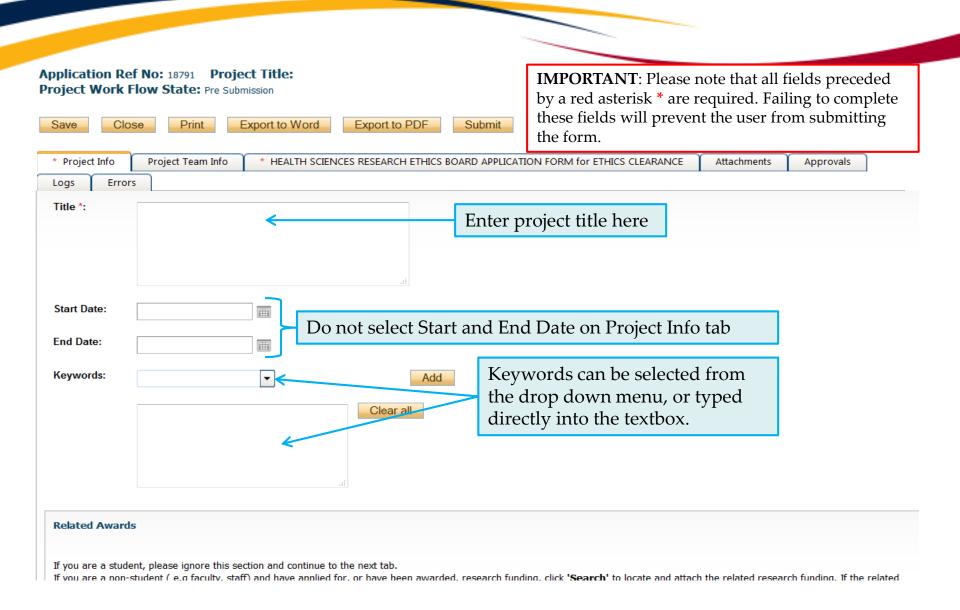
#### **HSREB**

Application Name	Description	Status
HEALTH SCIENCES RESEARCH ETHICS BOARD APPLICATION FORM for ETHICS CLEARANCE	HSREB form - updated March 2017	Open
Health Sciences Research Ethics Board Short Form for Critical Enquiry, Chart reviews, Questionnaires, Surveys	To be used for: chart review, critical enquiry etc.	Open

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

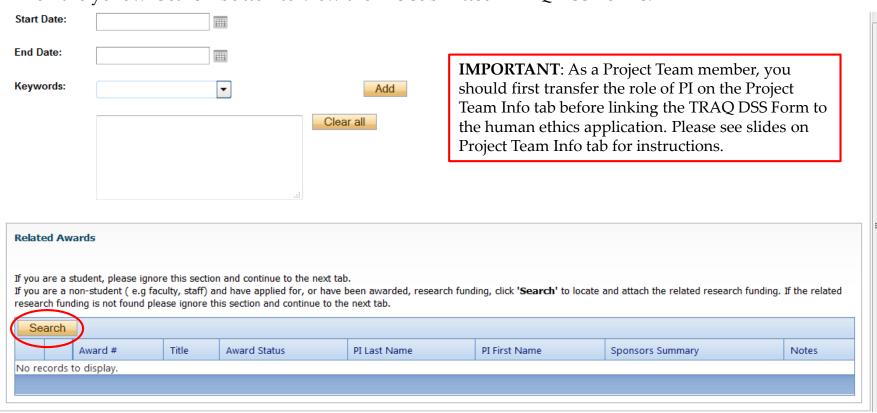
\* HSREB applicants must choose between two application forms: the long form and short form for low risk studies. Please contact the Ethics Coordinator of the HSREB if you are unsure which form you should be completing.

### **Project Info tab**

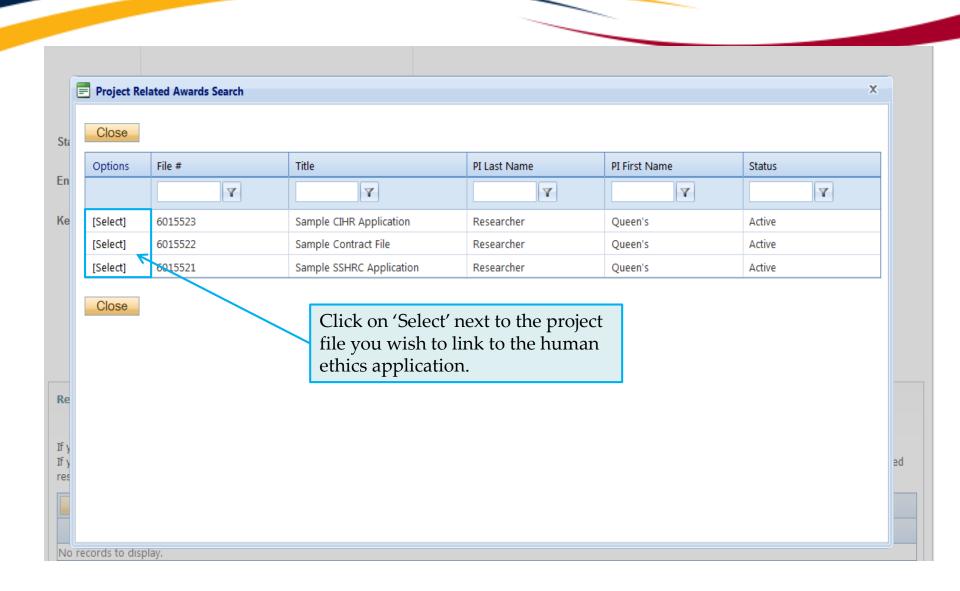


### Project Info tab – Related Awards

- 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.

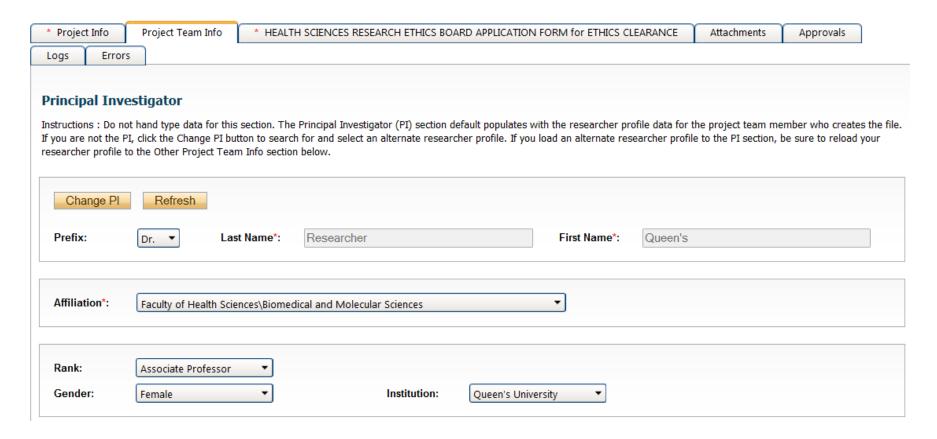


### Project Info tab – Related Awards (Cont.)



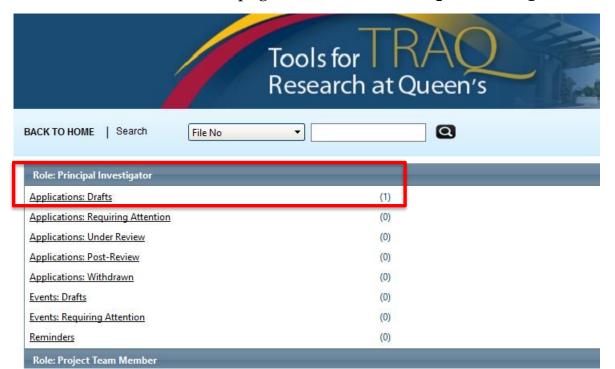
### **Project Team Info tab**

• 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**.



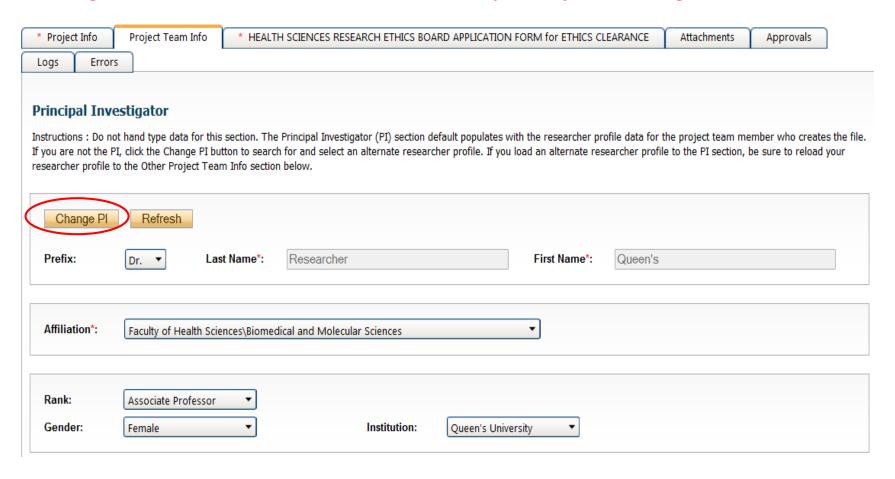
#### PI Role versus Project Team Member Role

- 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**.



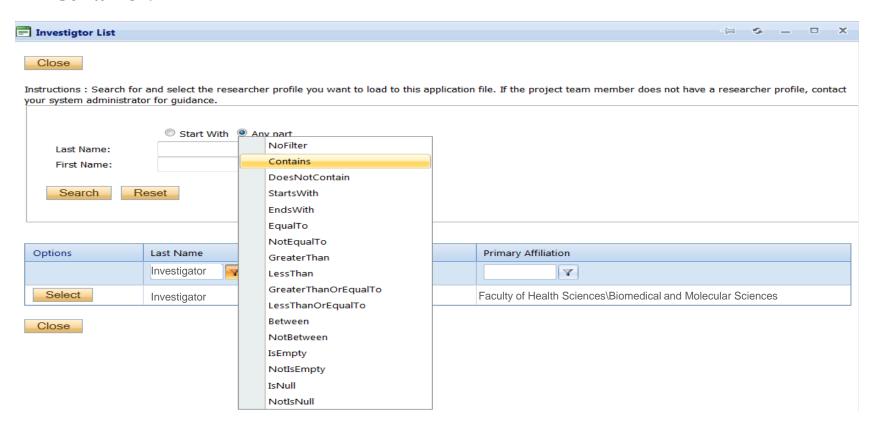
### Project Team Info Tab – Change PI

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.



#### 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".



#### Transferring PI Role to Another Researcher

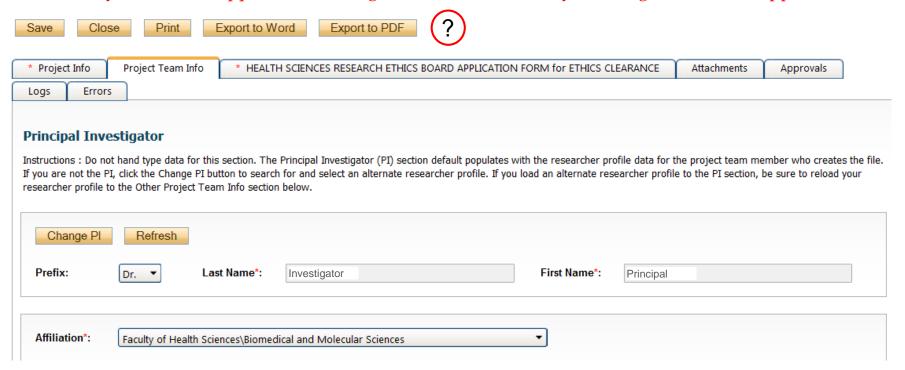
• Once you've identified your PI – click on Select.

Options	Last Name	First Name	Primary Affiliation
	Investigator 7	Y	Υ
Select	Investigator	Principal	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 (<a href="mailto:traq@queensu.ca">traq@queensu.ca</a>). 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. <u>This must be done before you close the application.</u> Failing to do so will result in you losing access to the application.



#### 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.

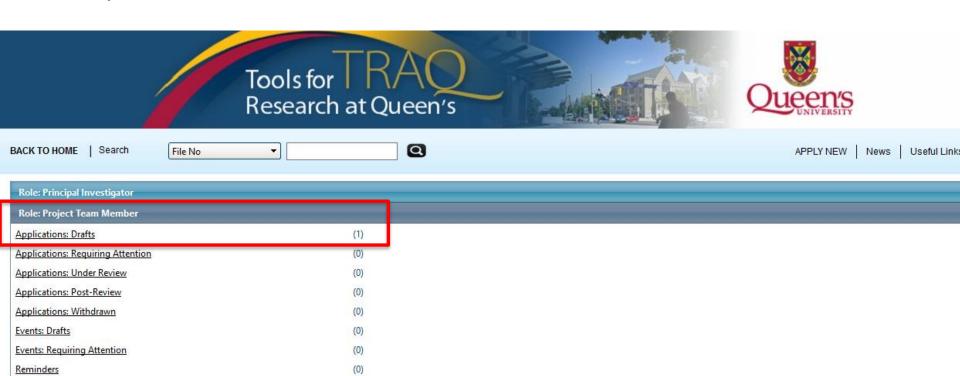


 Applicants may add as many team members as required by clicking Add New, team member information can be edited or deleted as required. Again, please contact the TRAQ Helpdesk by email if you are unable to locate the team member in the Investigators List.



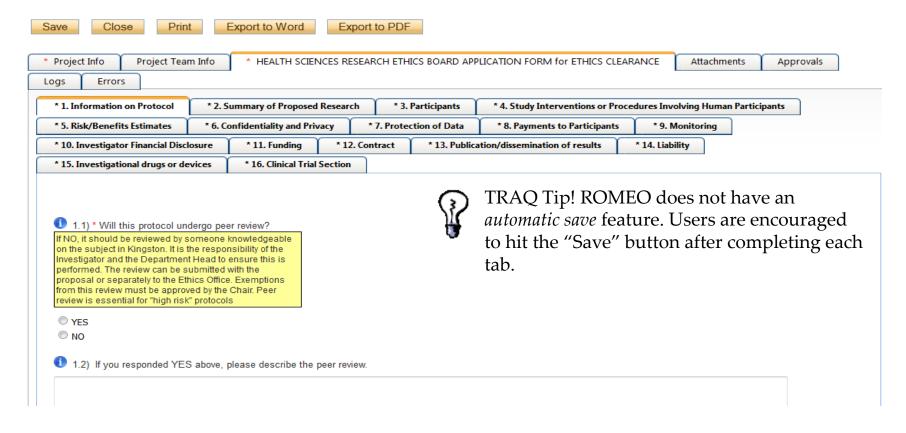
#### P.I. Role versus Project Team Member Role

- 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.



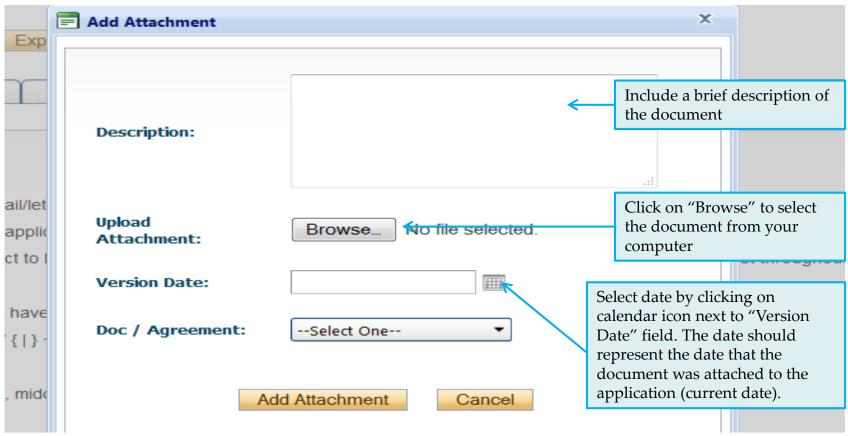
#### Health Sciences Research Ethics Board Application Form tab

• 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 (1) additional information may be available as seen in the screenshot below!

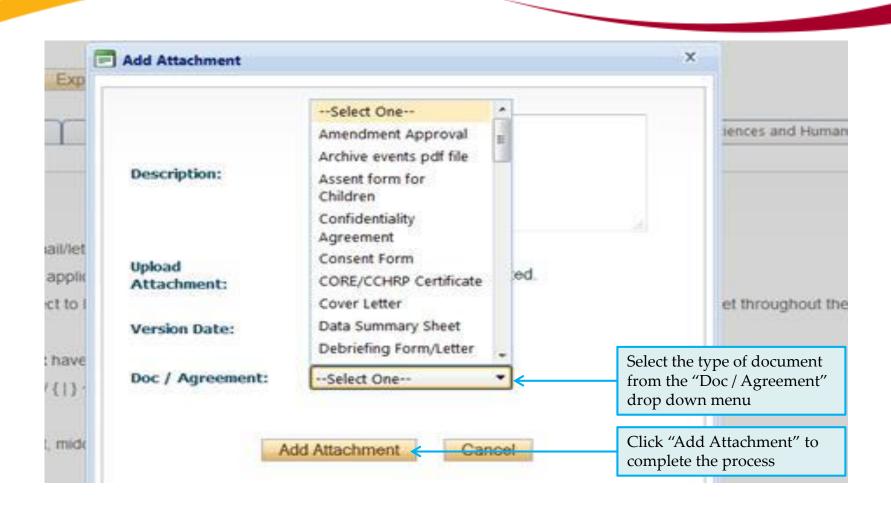


#### **Attachments tab**

 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.



### **Attachments tab (Cont.)**



### Approvals tab

**Application Ref No: 18791 Project Title:** 

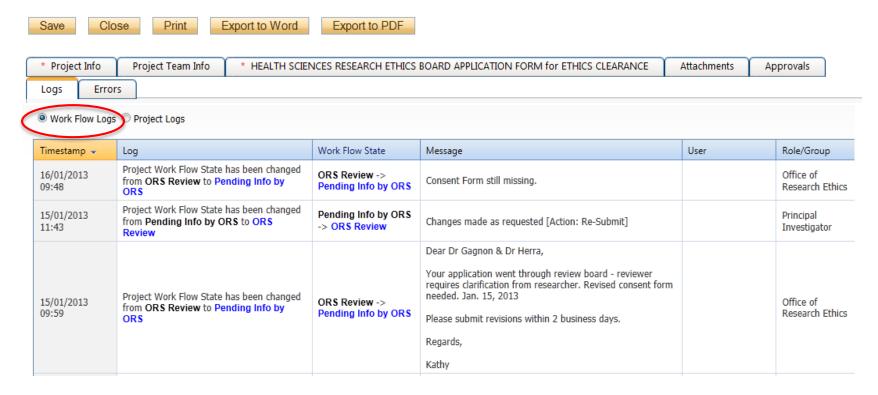
• The Approvals tab simply describes the workflow of an application in TRAQ. For example, this HSREB application will be submitted straight to the HSREB (Office of Research Services/Office of Research Ethics). This workflow is pre-determined. You may skip this tab.

Application Form: HEALTH SCIENCES RESEARCH

Project Work Flow State: Pre Submission ETHICS BOARD APPLICATION FORM for ETHICS CLEARANCE Export to Word Export to PDF Save Close Print 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 Active Role Exceptions Division Signing Authority Department Signing Authority Faculty Signing Authority Office of Research Services/Office of Research Ethics 1

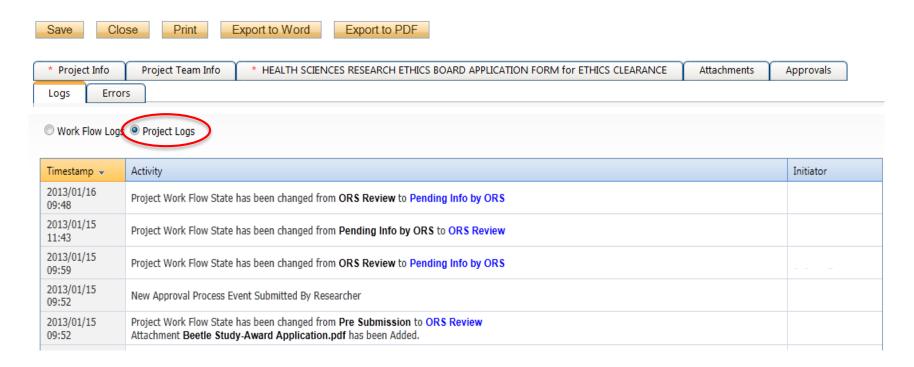
## Logs tab – Workflow Logs

- 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



### Logs tab – Project Logs

• The Project Logs tracks and time stamps every action taken on the application.



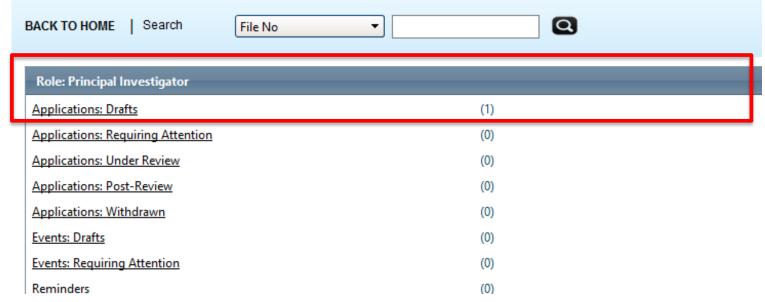
#### Errors tab



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-Drafts**). 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





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;

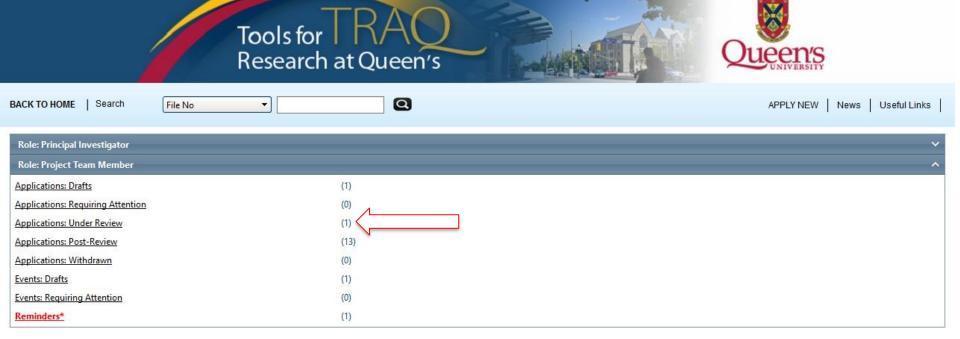
## **Submitting the Application**

- 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**

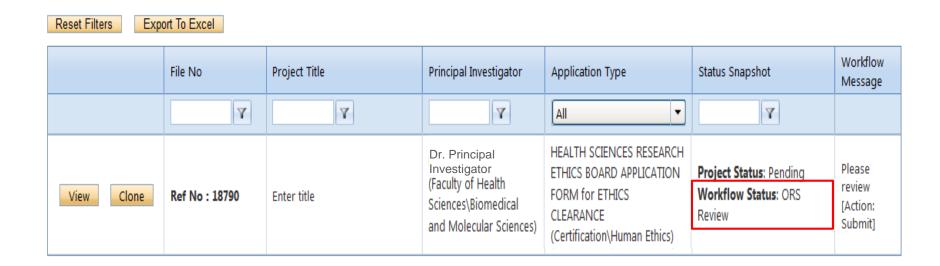
• Once the PI has submitted the application for review, it is still available for viewing under Role: Project Team Member Application— Under Review

Click on **Application – Under Review** to see the work flow state of your applications.



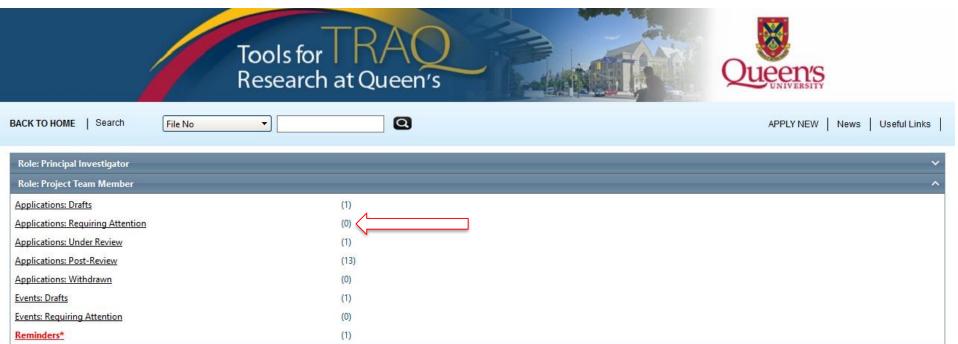
#### Work Flow State of Applications Under Review

- 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).



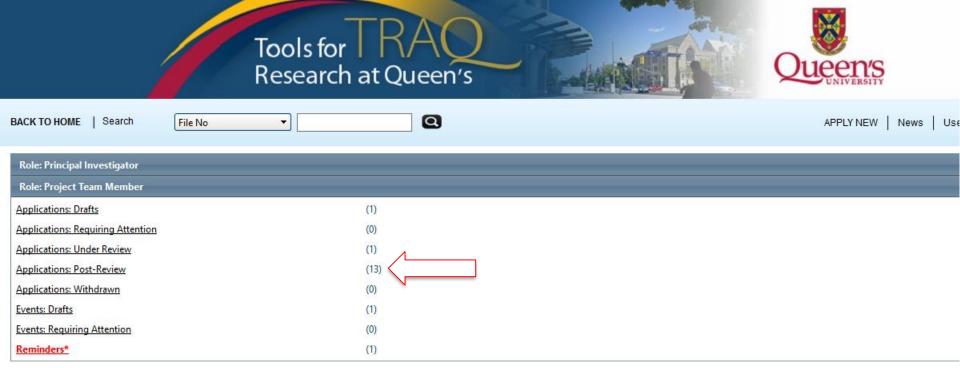
### **Applications Requiring Revisions**

• 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–Requiring 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.



### **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 Post-Review**



## Need assistance/have a question?

Contact the TRAQ Helpdesk (613) 533-6000, ext. 78426

Email: <a href="mailto:traq@queensu.ca">traq@queensu.ca</a>