



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

TRAQ - Biohazard Permit Module

Completing & Submitting a Biohazard Permit Application

Researchers' User Manual

November 2017

This training manual is intended for Principal Investigators who need to submit a new Biohazard Permit Application Form through TRAQ. If your current Biohazard Permit has reached its 4th renewal or if you are applying for a new permit, please read the following instructions carefully.

Principal Investigators who need to renew an existing Biohazard Permit, submit an Amendment Form or a PI Attestation Form, or lab team members who need to complete and submit the Biohazard Team Member Attestation Form, please consult the Training Manual entitled “Completing & Submitting Biohazard Event Forms” available on the TRAQ website.

Accessing the Researcher's Portal

- Queen's faculty and staff should use their regular Queen's NetID and strong* password to log into the Researcher's Portal through the [Single SignOn](#)
- 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's 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's Portal through the [Post-Registration Login Site](#)
- For more details regarding access to TRAQ, please visit our website: <http://www.queensu.ca/traq/signon.html>
- All users should know how to safeguard their electronics (computers, smartphones, etc.) and be familiar with the Queen's University [Information Security Policy Framework](#) as well as the [Freedom of Information and Protection of Privacy Act](#) (FIPPA) at Queen's

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

Accessing the Researcher's Portal

The Researcher's Portal is available to Queen's faculty and staff through the Single SignOn at the following URL:

https://eservices.queensu.ca/romeo_researcher/

The screenshot shows a web browser window with the title "Sun Java System Access Manager (Login)". The page header features the "Queen's University" logo on the left, and navigation links for "Pages" and "People" in the center. On the right, there is a search bar with a "Search" button, a "Quick Access List" dropdown menu, and a "Go" button. Below the header is a large banner with the "SignOn" logo on the left, a background image of many blue umbrellas with one yellow and red umbrella in the foreground, and the Queen's University crest and name on the right. The main content area is divided into two columns. The left column is titled "Sign On" and contains a yellow box with input fields for "NetID:" and "Password:", a "Log In" button, and two links: "Don't have a NetID?" and "Forgotten Your NetID Password?". The right column is titled "Protect Yourself ... Stay Informed" and contains a list of ten security tips, each preceded by a right-pointing arrow.

Sign On

NetID:

Password:

✦ 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

Accessing the Researcher's Portal

After completing the Self-Registration form, Queen's students and external users will access the Researcher's Portal through the Post Registration Login site at the following URL: https://eservices.queensu.ca/romeo_researcher_admin/



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Contact Us

Tools for TRAQ Research at Queen's



Login 


Username

Password

LoginRegisterReset Password

Researcher's Portal – Describing the Homepage

Tools for TRAQ
Research at Queen's



[APPLY NEW](#) | [News](#) | [Useful Links](#) | [Settings](#)

Role : Principal Investigator	
Applications (Saved - Not Submitted)	(1)
Applications (Submitted - Under Review)	(1)
Applications (Submitted - Requiring My Attention)	(0)
Applications (Submitted - Post Review)	(0)
Applications (Withdrawn)	(0)
My Reminders	(0)

Role: Project Team Member	
Applications (Saved - Not Submitted)	(1)
Applications (Submitted - Under Review)	(1)
Applications (Submitted - Requiring My Attention)	(0)
Applications (Submitted - Post Review)	(1)
Applications (Withdrawn)	(0)
My Reminders	(0)

All users have **Principal Investigator** and **Project Team Member** roles. Depending on your role in a particular study, you will be able to access the file under one role or the other.

Researcher's Portal (Cont.)

[APPLY NEW](#) | [News](#) | [Useful Links](#) | [Settings](#)

Role : Principal Investigator

Applications (Saved - Not Submitted)	(1)
Applications (Submitted - Under Review)	(0)
Applications (Submitted - Requiring My Attention)	(0)
Applications (Submitted - Post Review)	(32)
Applications (Withdrawn)	(0)
My Reminders	(0)

Role: Project Team Member

Applications (Saved - Not Submitted)	(1)
Applications (Submitted - Under Review)	(0)
Applications (Submitted - Requiring My Attention)	(0)
Applications (Submitted - Post Review)	(23)
Applications (Withdrawn)	(0)
My Reminders	(1)

Role: Department Signing Authority

Applications (New - for Review)	(0)
Applications (Pending Requested Information)	(0)
Applications (Submitted - Under Review)	(4)
Applications (Submitted - Post Review)	(14)

Role: Reviewer

Applications Requiring Your Review as a Chair	(0)
Applications Requiring Your Review as a Reviewer - New	(0)
Applications Requiring Your Review as a Reviewer - In Progress	(0)
Events Requiring Your Review as a Chair	(0)
Events Requiring Your Review as a Reviewer - New	(0)
Events Requiring Your Review as a Reviewer - In Progress	(0)

Reviewers and other users with signing authority (Department Heads/Faculty Deans/Hospital Research Directors) will have additional roles on their homepage such as **Department Signing Authority** and/or **Reviewer**.

Researcher's Portal (Cont.)

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

Queen's UNIVERSITY

APPLY NEW | [News](#) | [Useful Links](#) | [Settings](#)

Role : Principal Investigator

Applications (Saved - Not Submitted)	(1)
Applications (Submitted - Under Review)	(1)
Applications (Submitted - Requiring My Attention)	(0)
Applications (Submitted - Post Review)	(0)
Applications (Withdrawn)	(0)
My Reminders	(0)

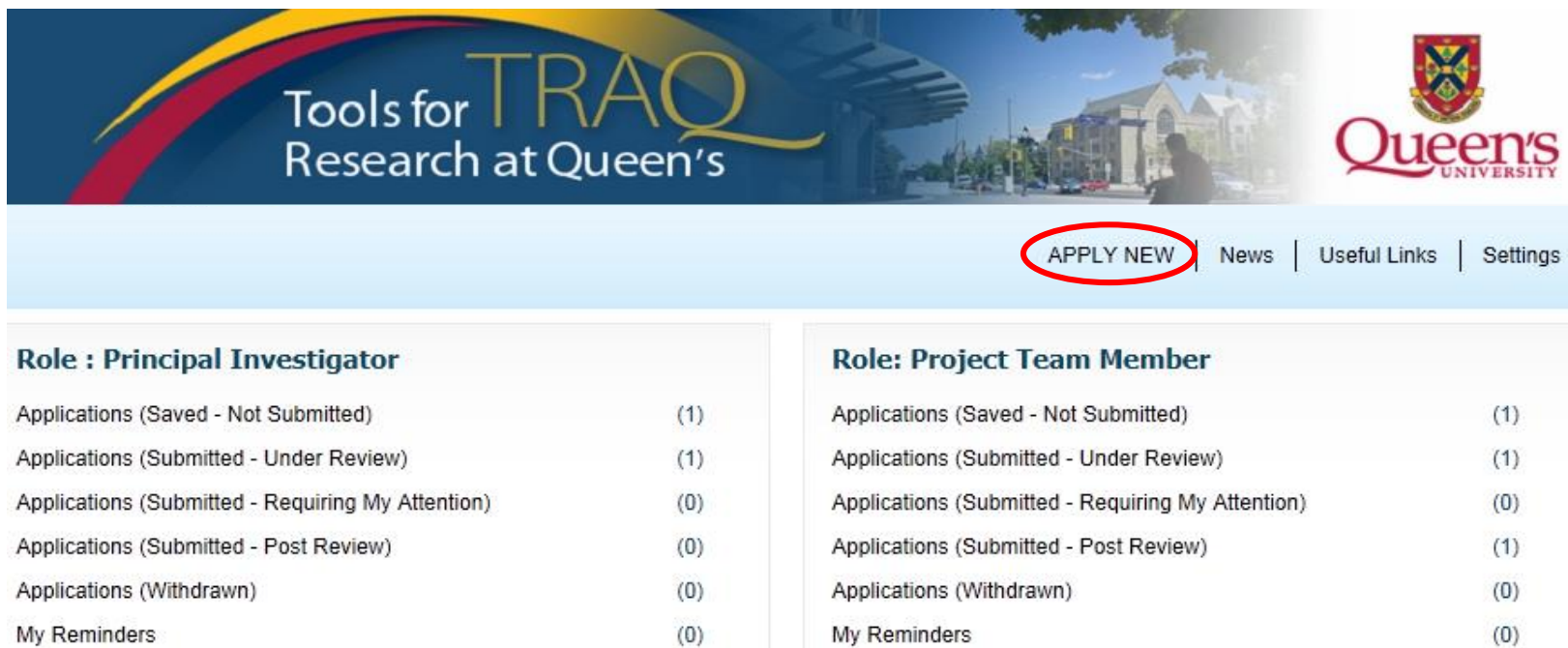
Role: Project Team Member

Applications (Saved - Not Submitted)	(1)
Applications (Submitted - Under Review)	(1)
Applications (Submitted - Requiring My Attention)	(0)
Applications (Submitted - Post Review)	(1)
Applications (Withdrawn)	(0)
My Reminders	(0)

“Useful Links” gives users quick access to forms, documents and websites (e.g. Queen’s Biosafety Manual, Biohazard Inventory & Risk Group Table, Queen’s Biosafety Website, Local Risk Assessment, etc.) commonly used by researchers.

Starting a New Application

To access the Biohazard Permit application form, click on “APPLY NEW”



Tools for TRAQ Research at Queen's

Queen's UNIVERSITY

APPLY NEW | News | Useful Links | Settings

Role : Principal Investigator		Role: Project Team Member	
Applications (Saved - Not Submitted)	(1)	Applications (Saved - Not Submitted)	(1)
Applications (Submitted - Under Review)	(1)	Applications (Submitted - Under Review)	(1)
Applications (Submitted - Requiring My Attention)	(0)	Applications (Submitted - Requiring My Attention)	(0)
Applications (Submitted - Post Review)	(0)	Applications (Submitted - Post Review)	(1)
Applications (Withdrawn)	(0)	Applications (Withdrawn)	(0)
My Reminders	(0)	My Reminders	(0)

Biohazard Permit Application Form

Powered by **Process Pathways**

Welcome: Queen's Researcher | Home | My Profile | Contact Us | Help | Logout



APPLY NEW | News | Useful Links | Settings

New Application Forms

GREB

Application Name
GENERAL RESEARCH ETHICS BOARD APPLICATION FORM for ETHICS CLEARANCE (Social Sciences)

HSREB

Application Name	Description	Status
HEALTH SCIENCES RESEARCH ETHICS BOARD APPLICATION FORM for ETHICS CLEARANCE	HSREB form - updated January 2013	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

A **Queen's University Biohazard Permit** is required for all research and teaching activities which involve the use, manipulation and storage of biohazardous material. For more information regarding materials that require a Biohazard Permit, please review the following document available on the Environmental Health and Safety website at: <http://www.safety.queensu.ca/safety/policy/eh&s/riskgroup.pdf>

Click on the hyperlinked 'Biohazard Permit Application Form' to start a new application.

Biohazard

Application Name	Description	Status
Biohazard Permit Application Form	New Form - Updated July 30, 2013	Open

Project Info Tab

Application Ref No: 5548

Application Form: Biohazard Permit Application Form

Save Close Print Export to Word Export to PDF Submit

* Project Info Project Team Info * Biohazard Permit Application Form Attachments Approvals Logs Errors

IMPORTANT: Please note that all fields preceded by * are required. Failing to complete these fields will prevent the user from submitting the form.

Title *:

Start Date:

End Date:

Keywords:

Add

Clear all

Enter project title, a start date, as well as any keywords which describe your project. **Please refrain from entering an end date.**

Keywords can be selected from the drop down menu or typed directly into the text box.

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.

Search

	Award #	Title	Award Status	PI Last Name	PI First Name	Sponsors Summary	Notes
--	---------	-------	--------------	--------------	---------------	------------------	-------

No records to display.

Project Info Tab – Related Awards

- Researchers must link all TRAQ DSS Forms that will be covered by the Biohazard Permit they are applying for.
- To link a TRAQ DSS Form to your Biohazard Permit Application, scroll to the bottom of the Project Info tab and click on 'Search' under Related Awards.

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.

Search

Award #	Title	Award Status	PI Last Name	PI First Name	Sponsors Summary	Notes
No records to display.						

Project Info Tab – Related Awards (Cont.)

- This will open up the Award Application List which represents all of the TRAQ DSS Forms you are affiliated with either as P.I. or as a project team member. Click on Select next to the TRAQ DSS Form you wish to link to your Biohazard Permit Application.

Award Application List

Close

Options	File #	Title	PI Last Name	PI First Name	Status
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
[Select]	6010272	test application# 2	Researcher	Queen's	Pending
[Select]	6010269	test application	Researcher	Queen's	Pending

Close

Project Info Tab – Related Awards (Cont.)

- Once you've linked the TRAQ DSS Form to your Biohazard Permit Application, you will see the most important details of the TRAQ DSS Form under Related Awards, such as Award #, Title, Award Status, P.I.'s Last and First Name, Sponsor Summary and Notes.
- Please link all related TRAQ DSS Forms pertinent to this Biohazard Permit Application by repeating these steps.

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.

Search									
		Award #	Title	Award Status	PI Last Name	PI First Name	Sponsors Summary	Notes	
Edit	Delete	6010269	test application	Active	Researcher	Queen's	CIHR		
							Program:	CATALYST GRANT	
							Type:	Grant	
							Requested:	CAD 50,000.00	
							Awarded:	CAD 50,000.00	
							PROJECT TOTALS:		
							Requested:	CAD 50,000.00	
Awarded :	CAD 50,000.00								



Important TRAQ Tips

- TRAQ does not have an *automatic save* feature. You should hit the “Save” button after completing each tab. You will know that you have saved your changes when you see the “Application Saved” message in green font at the top of your screen.

Application Ref No: 5549 Project Title: Biohazard Permit Application
Project Work Flow State: Pre Submission

Application Form: Biohazard Permit Applica

Save Close Print Export to Word Export to PDF

Application Saved

Project Info Project Team Info * Biohazard Permit Application Form Attachments Approvals Logs Errors

Title *: Biohazard Permit Application

- Though TRAQ 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 “Save” and “Close” as a precautionary measure. Failing to do so could result in information being lost and the application being “locked”.

Project Team Info Tab

Application Ref No: 5548 Project Title:
Project Work Flow State: Pre Submission

Application Form: Biohazard Permit Application Form

Save Close Print Export to Word Export to PDF Submit

* Project Info Project Team Info * Biohazard Permit Application Form Attachments Approvals Logs Errors

Project Team Info tab is automatically filled out with user's info.

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.

Change PI

Prefix: Dr. Last Name*: Researcher First Name*: Queen's

Affiliation*: Faculty of Health Sciences\Pathology and Molecular Medicine

Rank: Staff Gender: Male Institution: Queen's University

Phone1: ext 74491 Phone2:
Email*: queens.researcher@queensu.ca Fax:
Primary Address: Fleming Hall/Jemmett Wing, 3rd Floor Alternate Address:

Adding Project Team Members to Application

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

Other Project Member Info:

Add New

Last Name	First Name	Role In Project
No records to display.		

Ready

- Click “Search Profiles” 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

Prefix: Last Name: First Name:

Affiliation:

Gender: Unspecified

Role In Project: Co-Investigator Country:

Rank: Institution:

Adding Project Team Members to Application

- 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 a web application window titled "Investigator List". On the left, there is a search section with a "Close" button at the top. Below it, there are input fields for "Last Name:" and "First Name:", with a "Start With" radio button next to the "Last Name" field. Below these fields are "Search" and "Reset" buttons. To the right of the search fields, a dropdown menu is open, displaying a list of search criteria: "Contains" (highlighted), "DoesNotContain", "StartsWith", "EndsWith", "EqualTo", "NotEqualTo", "GreaterThan", "LessThan", "GreaterThanOrEqualTo", "LessThanOrEqualTo", "Between", "NotBetween", "IsEmpty", "NotIsEmpty", "IsNull", and "NotNull". Below the search section, there is a table with two columns: "Options" and "Last Name". The "Last Name" column contains the text "Do" and a small icon. Below the table, it says "No records to display." and there is a "Close" button. On the right side of the window, there is a section for "Primary Affiliation" with an input field and a small icon.




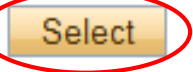
Options	Last Name
	Do

No records to display.

Primary Affiliation	

Adding Project Team Members to Application

- 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
	<input type="text" value="Do"/> 	<input type="text" value="Jane"/> 	<input type="text"/> 
	Do	Jane	Faculty of Health Sciences\Pathology and Molecular Medicine

- Important:** 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 following information:
 - person's full name
 - title (i.e. Dr, Mrs, Mr, Miss, etc.)
 - rank (i.e. Master or PhD student, Adjunct, Associate Professor, etc.)
 - department
 - 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.

Adding Project Team Members to Application

- From there, you may select the role of the team member from the “Role In Project” drop down menu

The screenshot shows a web form titled "Project Team Member". At the top left are "Save" and "Close" buttons. Below them is the title "Project Team Member" and instructions: "Instructions: Do not hand t". A "Search Profiles" button is also present. The form fields include: "Prefix:", "Affiliation:", "Gender:", "Role In Project:" (circled in red), "Rank:", and "Email:". A dropdown menu is open for "Role In Project", listing roles: Co-Investigator, Collaborator, Consultant, Co-Principal Investigator, Funding Recipient, Principal Investigator - External Site, Privacy Officer, Research Assistant, Research Coordinator, Secondary Biohazard contact (highlighted), Student - Biohazard lab, Supervisor, Unit REB Administrator, and Unit REB Chair. To the right of the form, there is a text instruction: "members to this application file, click the Search Profiles button to search for and select from researcher profiles." Below this, there are input fields for "First Name:", "Country:", "Institution:", and "Fax:", along with a dropdown for "Institution:".

- 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. and Secondary Biohazard Contact will be copied on all system generated email correspondence.
- 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.**

Transferring P.I. Role to Faculty Member/Permit Holder

- If you are completing this application on behalf of the P.I., you will need to transfer the P.I. role from yourself to the actual P.I. prior to submitting the application. **Important: DO NOT change P.I.'s "Last Name" and "First Name" manually – always click "Change PI"**

Application Ref No: 5550 Project Title: Biohazard Permit Application August 2013

Application Form: Biohazard Permit Application Form

Project Work Flow State: Pre Submission

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

[Project Info](#) [Project Team Info](#) [* Biohazard Permit Application Form](#) [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.

[Change PI](#)

Prefix: Last Name*: First Name*:

Affiliation*:

Rank: Gender: Institution:

Phone1: Phone2:

Transferring P.I. Role to Faculty Member/Permit Holder (Cont.)

- Clicking the “Change PI” button will take you to the investigators list. From there, you would follow the same steps detailed in the previous slides to search for and select the P.I.
- At this point, you will notice that the “Submit” button, previously located at the top of the form, has disappeared. This happens because the P.I. is the only team member who can submit, and re-submit, the application.

Application Ref No: 5549

Application Form: Biohazard Permit Application Form

Save Close Print Export to Word Export to PDF Submit ← Before P.I. Transfer


Application Ref No: 5549 Project Title:
Project Work Flow State: Pre Submission

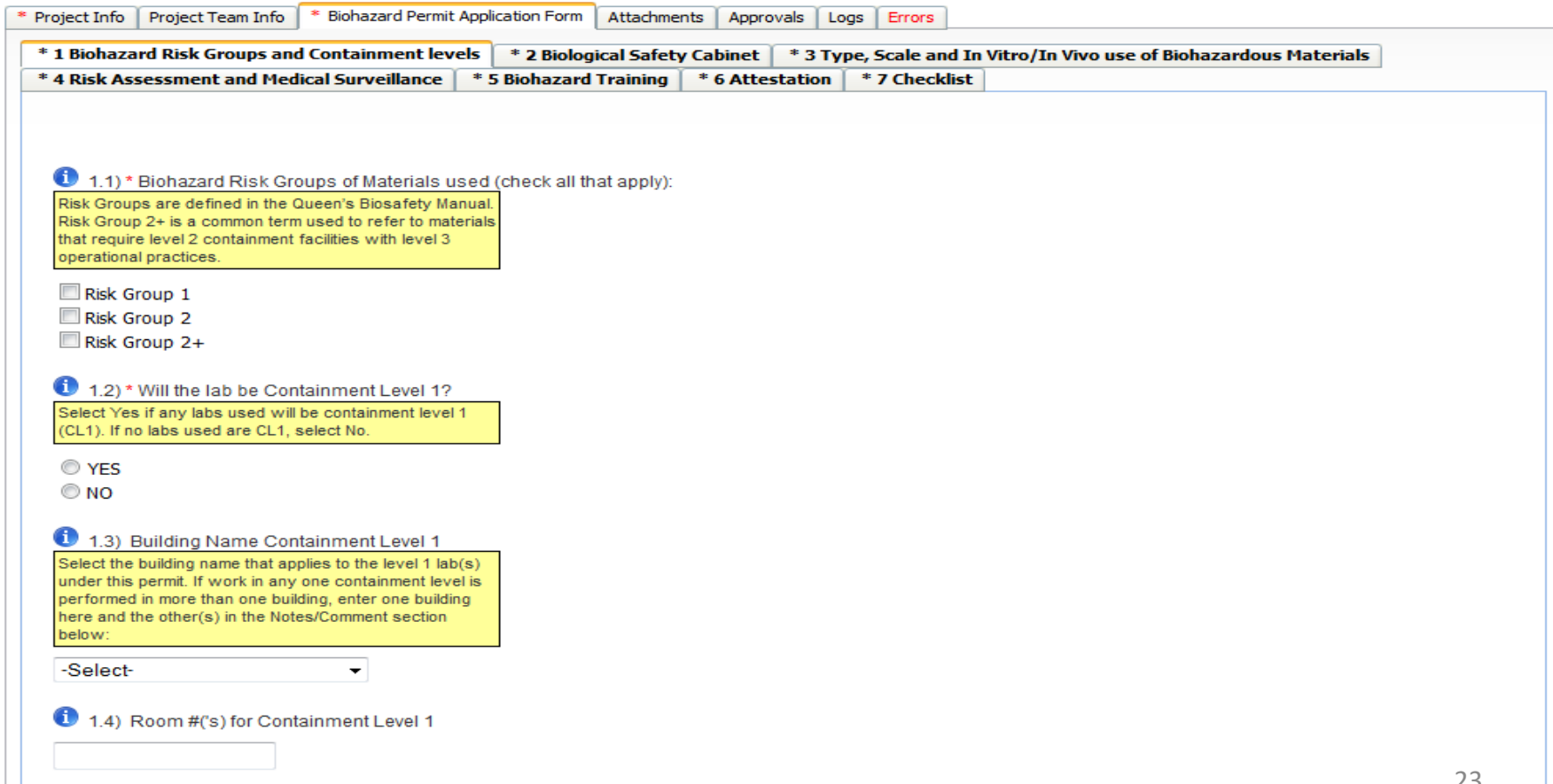
Application Form: Biohazard Permit Application Form

Save Close Print Export to Word Export to PDF ? ← After P.I. Transfer

Important: Once you've transferred the role of P.I. to the faculty member/permit holder, the next step is to add yourself to the application as a team member. This must be done before you close the application. Failing to do so will result in you losing access to the application.

Biohazard Permit Application Form

- The Biohazard Permit Application Form has several sub-tabs all of which contain required questions. Researchers should click on  beside each question to see if additional information is available.




The screenshot displays the 'Biohazard Permit Application Form' with several tabs: Project Info, Project Team Info, Biohazard Permit Application Form (active), Attachments, Approvals, Logs, and Errors. Below these are sub-tabs for sections 1 through 7. Section 1, 'Biohazard Risk Groups and Containment levels', is selected. Question 1.1 asks about the risk groups of materials used, with a yellow information box explaining that Risk Group 2+ refers to materials requiring level 2 containment facilities with level 3 operational practices. Below this are three checkboxes for Risk Group 1, Risk Group 2, and Risk Group 2+. Question 1.2 asks if the lab will be Containment Level 1, with a yellow information box stating to select Yes if any labs used are CL1, and No otherwise. Below are two radio buttons for YES and NO. Question 1.3 asks for the building name for Containment Level 1, with a yellow information box explaining to select the building name for level 1 lab(s) and enter others in the Notes/Comment section. Below is a dropdown menu currently set to '-Select-'. Question 1.4 asks for the room number(s) for Containment Level 1, with an empty text input field below it.

* Project Info Project Team Info * Biohazard Permit Application Form Attachments Approvals Logs Errors


* 1 Biohazard Risk Groups and Containment levels * 2 Biological Safety Cabinet * 3 Type, Scale and In Vitro/In Vivo use of Biohazardous Materials

* 4 Risk Assessment and Medical Surveillance * 5 Biohazard Training * 6 Attestation * 7 Checklist

 1.1) * Biohazard Risk Groups of Materials used (check all that apply):


Risk Groups are defined in the Queen's Biosafety Manual. Risk Group 2+ is a common term used to refer to materials that require level 2 containment facilities with level 3 operational practices.

☐ Risk Group 1
☐ Risk Group 2
☐ Risk Group 2+

 1.2) * Will the lab be Containment Level 1?


Select Yes if any labs used will be containment level 1 (CL1). If no labs used are CL1, select No.

☐ YES
☐ NO

 1.3) Building Name Containment Level 1

Select the building name that applies to the level 1 lab(s) under this permit. If work in any one containment level is performed in more than one building, enter one building here and the other(s) in the Notes/Comment section below:

-Select-

 1.4) Room #(s) for Containment Level 1

Attachments Tab

- Researchers applying for a Biohazard Permit must provide a Local Risk Assessment Statement, a Lab Specific Biohazard Training Statement, and a Biohazard Inventory & Risk Group Table (all available through “Useful Links”), and, in some cases, SOP file(s), along with their application. Users may upload multiple attachments, provided that each is no larger than 5MB. Attachments may be word files, spreadsheets, JPEG files, PDFs, etc.

Application Ref No: 5552

Application Form: Biohazard Permit Application Form

Save Close Print Export to Word Export to PDF Submit

Project Info Project Team Info * Biohazard Permit Appl

Upload Attachment

Description:

Upload Attachment: No file selected.

Version Date:

Doc / Agreement:

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). This will allow the reviewer to identify the most recent version of any document that may have been sent back for amendments and compare the updated document with the previous one.

Include a brief description of the document

Click on “Browse” to select the document from your computer

Attachments Tab (Cont.)

Save Close Print Export to Word Export to PDF Submit

Project Info Project Team Info Biohazard Permit Appl

If you are waiving immunization, attach a scan of the waiver. Use the following format for naming the file: first name, last name, date.

Add Attachment

NOTE : The maximum individual attachment size is 5MB. However, you may upload multiple attachments, provided the total size does not exceed 10MB.

Upload Attachment

Description:

Upload Attachment:

Version Date:

Doc / Agreement:

- Archive events per file
- Assent form for Children
- Authorized personnel
- Biohazard Amendment
- Biohazard Application
- Biohazard Inventory & Risk Group
- Biohazard Local Risk Assessment
- Biohazard Renewal
- CL2 Certification - related
- Select One--

Click "Add Attachment" to complete the process

Select the type of document from the "Doc / Agreement" drop down menu

Add Attachment Cancel

Approvals Tab

Powered by **Process Pathways**

Application Ref No: 5551 **Project Title:** Test - Biohazard Application August 6, 2013

Project Work Flow State: Pre Submission

Save

Close

Print

Export to Word

Export to PDF

Submit

Project Info

Project Team Info

Biohazard Permit Application Form

Attachments

Approvals

Logs

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"/>	

The Approvals tab shows the workflow of a particular application (i.e. a Biohazard Permit Application Form will be sent to [University Research Services/Compliance Office](#) when submitted). This workflow has been pre-determined and cannot be modified by the researcher.

Although this is not detailed in the Approvals tab, please note that Department Heads will be asked to review and approve the final version of the Biohazard Permit Application after it's been reviewed by the Biohazard Committee.

Logs Tab – Workflow Logs

- The Logs tab is a useful tool that allows the applicant(s), reviewer(s) and the Biosafety Officer 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

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

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

Project Info	Project Team Info	Biohazard Permit Application Form	Attachments	Approvals	Logs
<input checked="" type="radio"/> Workflow Log <input type="radio"/> Project Log					
Timestamp	Activity Log	Workflow State	Workflow Message	User	Role/Group
07/08/2013 11:51	Project Status has been changed from Pending to Active Project Work Flow State has been changed from ORS Review to Approval Decision Made Project Status has been changed from Submitted by Researcher to Pending Project Status has been changed from Pending to Submitted by Researcher	ORS Review -> Approval Decision Made	Test Biohazard Permit application approved. 2013/08/07	Queen's Researcher	Office of Research Services/Office of Research Ethics
06/08/2013 10:58	New File Submitted By Researcher Project Work Flow State has been changed from Pre Submission to ORS Review	Pre Submission -> ORS Review	Submitting test application. IG 2013/08/06 [Action: Submit]	Queen's Researcher	Principal Investigator

Logs Tab – Project Logs

- The “Project Logs” tracks and time stamps every action taken on the application.
- Check the “Project Logs” regularly as you are completing the application to make sure that any changes made to the application have been saved.

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

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

[Project Info](#) [Project Team Info](#) [Biohazard Permit Application Form](#) [Attachments](#) [Approvals](#) [Logs](#)

☐ Workflow Log ☒ Project Log

Timestamp	Log Activity	User
2013/08/07 11:51	Project Status has been changed from Pending to Active Project Work Flow State has been changed from ORS Review to Approval Decision Made	Queen's Researcher
2013/08/07 11:38	Project Status has been changed from Submitted by Researcher to Pending	Queen's Researcher
2013/08/07 11:05	Project Status has been changed from Pending to Submitted by Researcher	Queen's Researcher
2013/08/06 10:58	Project Work Flow State has been changed from Pre Submission to ORS Review	Queen's Researcher
2013/08/06 10:55	Project Title has been changed from "" to 'Test Biohazard Application - August 6, 2013'	Queen's Researcher

Errors Tab

Powered by **Process Pathways**

Welcome: Queen's Researcher

Application Ref No: 5551 **Project Title:** Test - Biohazard Application August 6, 2013

Project Work Flow State: Pre Submission

Application Form: Biohazard Permit
Application Form

Save

Close

Print

Export to Word

Export to PDF

Submit

Project Info

Project Team Info

* Biohazard Permit Application Form

Attachments

Approvals

Logs

Errors

Biohazard Permit Application Form -> 4 Risk Assessment and Medical Surveillance :4.4 A Local Risk Assessment statement is required.
Name of your attached Local Risk Assessment file: 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.

Submitting a Biohazard Permit Application

Powered by Process Pathways Welcome, Queen's Researcher

Application Ref No: 5551 Project Title: Test - Biohazard Application August 6, 2013
Project Work Flow State: Pre Submission

Save Close Print Export to Word Export to PDF Submit

Project Info Project Team Info Biohazard Permit Application Form

Workflow Log Project Log

Timestamp ▼ Activity Log

No records to display.

The Comments textbox on the is not a required field. However, P.I.s may use this section to enter any additional information, or messages, they wish to communicate to the Biosafety Officer.

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

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 their Researcher’s home page under “Applications (Saved – Not Submitted)”. **Important: Do not close that application by clicking the  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	Role: Project Team Member
<u>Applications (Saved - Not Submitted) (1)</u>	Applications (Saved - Not Submitted) (1)
Applications (Submitted - Under Review) (1)	Applications (Submitted - Under Review) (1)
Applications (Submitted - Requiring My Attention) (0)	Applications (Submitted - Requiring My Attention) (0)
Applications (Submitted - Post Review) (0)	Applications (Submitted - Post Review) (1)
Applications (Withdrawn) (0)	Applications (Withdrawn) (0)
My Reminders (0)	My Reminders (0)

- 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 Helpdesk for support (ext. 78426; email: traq@queensu.ca)

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)”

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Role : Principal Investigator	
Applications (Saved - Not Submitted)	(0)
<u>Applications (Submitted - Under Review)</u>	<u>(1)</u>
Applications (Submitted - Requiring My Attention)	(0)
Applications (Submitted - Post Review)	(0)
Applications (Withdrawn)	(0)
My Reminders	(0)

Role: Project Team Member	
Applications (Saved - Not Submitted)	(1)
Applications (Submitted - Under Review)	(1)
Applications (Submitted - Requiring My Attention)	(0)
Applications (Submitted - Post Review)	(1)
Applications (Withdrawn)	(0)
My Reminders	(0)

Click on “Applications (Submitted – 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 “Status Snapshot”.
- If the project status is “Pending” then your application is in the process of being reviewed

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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	6010266	Test Biohazard Application - August 6, 2013	Dr. Queen's Researcher (Faculty of Health Sciences\Pathology and Molecular Medicine)	Biohazard Permit Application Form (Certification\Biohazard)	Project Status: Pending Workflow Status: ORS Review	Submitting test application. IG 2013/08/06 [Actio...] [See more, inside under Logs section]

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 this link: “Applications (Submitted – Requiring my Attention)”. The P.I. and Project Team Members 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.

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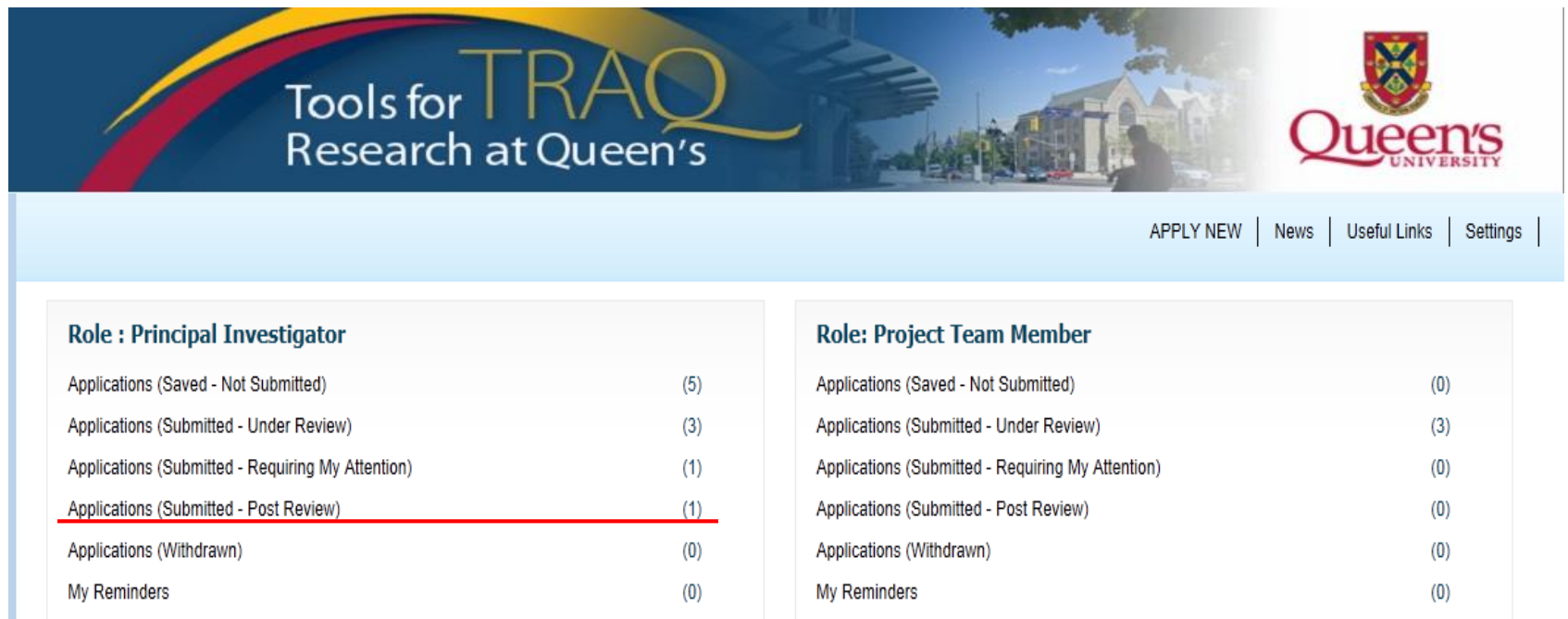
Queen's UNIVERSITY

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Role : Principal Investigator		Role: Project Team Member	
Applications (Saved - Not Submitted)	(5)	Applications (Saved - Not Submitted)	(0)
Applications (Submitted - Under Review)	(3)	Applications (Submitted - Under Review)	(3)
<u>Applications (Submitted - Requiring My Attention)</u>	<u>(1)</u>	Applications (Submitted - Requiring My Attention)	(0)
Applications (Submitted - Post Review)	(1)	Applications (Submitted - Post Review)	(0)
Applications (Withdrawn)	(0)	Applications (Withdrawn)	(0)
My Reminders	(0)	My Reminders	(0)

Approved Applications

- Once the application has been approved, the P.I. and Secondary Biohazard Contact will receive an approval email. The application can no longer be modified but is available for viewing under “Applications (Submitted – Post Review)”.
- Following the final approval, all Project Team Members will receive an email from the University Biosafety Officer requesting that they complete the Biohazard Team Member Attestation event form within 10 business days.



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Role : Principal Investigator	
Applications (Saved - Not Submitted)	(5)
Applications (Submitted - Under Review)	(3)
Applications (Submitted - Requiring My Attention)	(1)
<u>Applications (Submitted - Post Review)</u>	<u>(1)</u>
Applications (Withdrawn)	(0)
My Reminders	(0)

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



Need assistance with TRAQ?

Contact the TRAQ Helpdesk

(613) 533-6000, ext. 78426

Email: traq@queensu.ca

If you have Biohazard specific questions, please contact

Shelagh Mirski, University Biosafety Officer

(613) 533-6000, ext. 77077

Email: shelagh.mirski@queensu.ca