

## TRAQ DSS FORM

### Checklist for Researchers applying for QUFA

- Log into **MyQueensU/SOLUS** portal ([www.queensu.ca](http://www.queensu.ca)), locate **Research Applications** section. Click on **TRAQ Researcher Portal**
- Once your **Researcher Portal** opens, click **APPLY NEW** in the upper right of the window.
- Under **Awards**, click the **TRAQ DSS FORM**
- Complete the different tabs of the **TRAQ DSS FORM** as described below.

#### Project Info tab

- Enter the project title
- **Do not enter the start & end date**
- If your project has an international dimension, note the name of the country in the **Keywords** textbox
- If certifications are required for your project, click **Search** under **Related Certifications** to link your certifications (human ethics/biohazards) to your project if the certification has been submitted and is in either **Active** or **Pending**
- Under **Related Certifications**, click **Add New** to make note of any required animal care certification.

#### Project Team Info tab

- For researchers with cross-appointments: using the **Affiliation** drop down menu, select the department/research centre where the project will be taking place (Important – for researchers from department with Unit REB: the affiliation on the TRAQ DSS FORM should never be the “Unit”)
- To transfer role of PI, click **Change PI**, search for PI, click **Select** once PI is identified
- To add team members, scroll down, and click **Add New** under **Other Project Team Members\***, click **Search Profiles**, search for team members, click **Select** once team member’s name is located

*\* Project Team Members that are external to Queen’s may be added in the Comments box (under PI information). However, any team members who should have access to the TRAQ DSS Form through the Researcher Portal should be added to the Investigator Database and added to the file under Other Project Team Members. To add an external user to the Investigator Database, please email the TRAQ Help Desk at [traq@queensu.ca](mailto:traq@queensu.ca).*

#### Project Sponsor Info tab

- Click **Add New** to add sponsor
- Click **Agency** and search for the agency by typing **QUFA** in the **Abbreviation** text box. Click **Select**

- Select: **Fund for Scholarly Research and Creative Work and Professional Development (Adjuncts) from Program** drop down menu
- Use the calendar icon to enter **Competition Date**: June 5, 2023.
- Use calendar icon to enter anticipated **Start Date** (*January 1, 2023*)
- Use calendar icon to enter anticipated **End Date**
- Click **GENERATE** button. This will create a disbursement table. **Please populate Total Requested Cash ONLY in the first disbursement row.**

## TRAQ DSS FORM tab

- Answer the questions on sub-tab 1, 2 and 4. (Do not complete sub-tab 3). This sub-tab only needs to be completed for hospital-based projects.)

## Attachments tab

- Attach any document(s) identified on the **Checklist** sub-tab of the TRAQ DSS FORM such as: proposal, agreement, budget/budget justification, signing authority form etc.
- Click **Add Attachment**.

## Approvals tab

- Skip this tab – Approvals tab only needs to be completed for hospital-based projects.

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### To submit completed TRAQ DSS

- Click **Submit** button at the top of the screen when ready (Important: PI is the only team member who has access to the **Submit** button.)
- Enter the comment (e.g. “Please review.” Or “For your consideration”) in **Comments** text box, click the **Submit** button either at the top, or bottom, of the pop up window.

## TRAQ Tips!

- TRAQ** is compatible with the following browsers: Firefox, Edge and Chrome.
- TRAQ** does not have an automatic save feature. Please click the **Save** button before moving on to the next tab.
- The application can be submitted when the **Errors** tab (last tab on the right) is no longer visible.

### Need Help?

- For more details regarding the TRAQ DSS Form, please consult the [TRAQ Awards – Researcher User Manual](#).
- Please contact the TRAQ Help Desk for technical support: ([traq@queensu.ca](mailto:traq@queensu.ca)).
- For questions regarding the QFUA award, please contact Research Services contact Deirdre Hindmarsh: [d.hindmarch@queensu.ca](mailto:d.hindmarch@queensu.ca)