

Have you submitted a TRAQ DSS Form?

If you have not submitted a TRAQ DSS Form yet

- Please do so as soon as possible to obtain the necessary internal approvals and submit required documents such as your final budget, or Signing Authority Form.

To submit a TRAQ DSS Form:

- To access the **TRAQ Researcher Portal**, sign into **MyQueensU/SOLUS** (available in the drop down menu, top right corner, of the Queen's homepage www.queensu.ca)
- Click on **My Applications**, scroll down and click on the link **Go to the TRAQ Researcher Portal**
- Once in the Portal, click on **APPLY NEW**, scroll to the **Awards** section and click on **TRAQ DSS Form**
- Complete and submit the form

Important:

- When adding your sponsor in the **Project Sponsor Info** tab, select **QUFA** as your funding agency, select the proper program from the **Program** drop down menu, and add a disbursement line to indicate the total amount of **Requested Cash**
- You may download a copy of the **Final Budget Template**, and the **Signing Authority & Portal Access** form, under **Useful Links** on the TRAQ Researcher Portal and attach them to the TRAQ DSS Form through the **Attachments** tab

Need Help?

- If you need help completing and submitting the TRAQ DSS Form, please consult the [TRAQ Awards – Researcher User Manual](http://www.queensu.ca/traq) available on the TRAQ website (www.queensu.ca/traq)
- Please contact the TRAQ Help Desk for support, or training requests. The TRAQ Help Desk is available by email (traq@queensu.ca), or phone: ext. 78426

If you have already submitted a TRAQ DSS Form

- A Research Facilitator within University Research Services will ensure that all the necessary approvals and certification requirements, if any, have been met. The file will then be forwarded to Research Accounting for the release of funds.
- Research Accounting will contact you via email requesting that you complete the **Research Accounting Form** available on TRAQ.

To submit a Research Accounting Form:

- Sign into **TRAQ Research Portal** through **MyQueen's/SOLUS** (available on Queen's homepage www.queensu.ca)
- Click on **Applications (Submitted-Post Review) [Click here...]**
- Click on the **Events** button next to the Awards file you need to submit the **Research Accounting Form** for
- Under **Create New Event**, Click on **Research Accounting Form**
- Answer the 3 questions on the **Research Accounting Form** tab
- Proceed to the **Attachments** tab to download, complete and attach the **Final Budget Template** and the **Signing Authority & Portal Access** form
- When **Research Accounting Form** is ready to be submitted, PI clicks on **Submit** button

Important:

- Please note: while team members can create and complete the **Research Accounting Form**, the form **must** be submitted by the PI

Need Help?

- If you need help completing and submitting the Research Accounting Form, please consult the [TRAQ Awards – Completing and Submitting Event Forms User Manual](#) and/or watch this short instructional video [Research Accounting Form – Where is it? How do I complete & submit it?](#) available on the TRAQ website (www.queensu.ca/traq)
- Please contact the TRAQ Help Desk for support, or training requests. The TRAQ Help Desk is available by email (traq@queensu.ca), or phone: ext. 78426