

## TRAQ DSS FORM

### Checklist for Researchers applying for QUFA award

- Log into **MyQueensU/SOLUS** portal ([www.queensu.ca](http://www.queensu.ca)), click on **My Applications**, click on **Go to the TRAQ Researcher Portal**
- Click **Apply New**
- Under **Awards**, click **TRAQ DSS FORM**
- Complete the different tabs of the **TRAQ DSS FORM**, as described below

#### Project Info tab

- Give your project a 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
- Click **Search** under **Related Certifications** to link your certifications (human ethics/biohazards) to your project – if certification is already active, or in progress (pending).
- To indicate that you plan to submit Certification, click **Add New**, select **Certification Category**, enter **Notes** and **Save**.

#### Project Team Info tab

- For researchers with cross-appointments: using the **Affiliation** drop down menu select the department/research centre where project will be taking place
- To add team members, scroll down, click **Add New** under **Other Project Team Members\***, click **Search Profiles**, search for team members, click **Select** once team member is identified

*\* 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.*

#### Project Sponsor Info tab

- Click **Add New** to add sponsor
- Click **Agency** and search for the agency by typing **QUFA** in the **Abbreviation** field., 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 3, 2019.
- Use calendar icon to enter anticipated **Start Date** (August 1, 2019)
- Use calendar icon to enter anticipated **End Date** (May 31, 2020)
- Click **GENERATE**, this will create 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: QUFA application, proposal, budget/budget justification, signing authority form etc.
- Select **Browse** to upload attachment, Indicate **Version Date** and **Document type** from dropdown menu.
- Click final **Add Attachment** to attach your document(s).

## Approvals tab

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

## Submit

- 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.” “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: Mozilla Firefox, Google Chrome, Safari, Edge, Internet Explorer 9.0+. Internet Explorer 10, 11 users should remember to turn on Compatibility View.
- ❑ **TRAQ** does not have an automatic save feature. Please click the **Save** button before moving on to the next tab.
- ❑ **Application Ref Number is a 5-digit number** associated with an application when it is in pre-submission or in the signing authority approval workflow. **File number is a 7-digit number** (starts with 602) that is assigned to the application when it arrives in the research administration portal for review.

### **Need Help?**

- For more details regarding the TRAQ DSS Form, please consult the [TRAQ Awards – Researcher User Manual](#) available on the TRAQ website [www.queensu.ca/traq/](http://www.queensu.ca/traq/)
- Please contact the TRAQ Help Desk for technical support. The TRAQ Help Desk is available by email ([traq@queensu.ca](mailto:traq@queensu.ca)), or phone: ext. 78426. To report any technical issues, please use TRAQ [Helpdesk Web Form](#).
- For questions regarding the QUFA award, please contact your URS contact: Bonnie Stewart, ext. # 74686, [bonnie.stewart@queensu.ca](mailto:bonnie.stewart@queensu.ca).