TRAQ – Awards Module

Reviewing TRAQ DSS Forms

Hospital Operational Directors - User Manual

September 2020
Accessing the Researcher’s Portal

• Hospital Operational Directors are required to review and approve hospital-based projects submitted through TRAQ DSS Forms.

• TRAQ DSS Forms that have been submitted by PIs are accessed through the TRAQ Researcher’s Portal.

• You will receive an email notification whenever there is a TRAQ DSS Form awaiting your review. You will also receive a reminder email on Monday mornings drawing your attention to any applications still pending your review.

• Hospital Operational Directors with a Queen’s email address (Queen’s faculty & staff) should use their regular Queen’s NetID and strong password* to log into the Researcher’s Portal through the Single SignOn, or through MyQueensU/SOLUS portal.

• External users (with KHSC and Providence Care email addresses) will log into the Researcher’s Portal through the Post-Registration Login Site using their full email address, as their username, and the password that was created during registration.

*Information regarding managing your Queen’s NetID and the strong password is available on the ITS website.
Single SignOn for Queen’s Faculty & Staff

• Enter your Queen’s NetID and strong password to access the Researcher’s Portal
Enter your full email address and the password you created during registration to access the Researcher’s Portal.
Hospital Operational Directors will have at minimum three roles on their homepage: Principal Investigator, Project Team Member, and Custom Signing Authority. Any TRAQ DSS Form awaiting your approval will be available under **Role: Other Signing Authority**.
Accessing TRAQ DSS Forms

TRAQ DSS Forms requiring your approval may be accessed through one of these quick links – the number in brackets represents the number of applications available in each quick link:

1. TRAQ DSS Forms recently submitted by PIs and awaiting your approval will be available through **Applications New (indicated in red colour)**;
2. Applications that you have reviewed and forwarded to the next signing authority (other Hospital Operational Director, Department Head) are accessible through **Applications Post Review**.
Reviewing/Approving TRAQ DSS Forms

- Click on **Applications New** to access any application awaiting your review. Then, click on ‘View’ to review the contents of the TRAQ DSS Form.
Reviewing TRAQ DSS Forms

- You can review the application by going through the different tabs (and sub-tabs of the application form). Please see next slide for a description of the tabs.
## Project Info

- Title of the project;
- Keywords describing the project;
- Link to any related certification (Biohazard, Human Ethics and/or Animal Care).

## Project Team Info

- Name of PI;
- *Affiliation of PI* – this information will be verified by department head to ensure that PIs with cross-appointments are submitting their TRAQ DSS Form to the appropriate department;
- Names and roles of team members (e.g. Co-PIs, Co-Investigators, Research Coordinators, etc.).

## Project Sponsor Info

- Name of funding agency (agencies) being approached for funding;
- Program PI is applying to;
- Deadline date of the competition;
- Amount requested from funding agency.
### Reviewing TRAQ DSS Forms (Cont.)

<table>
<thead>
<tr>
<th>Tab</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRAQ DSS Form</td>
<td>TRAQ DSS Form has 4 sub-tabs:&lt;br&gt;1. General: questions regarding location where research will be conducted and research funds will be held;&lt;br&gt;2. <em>Overhead</em>: overhead rate that will be applied to the amount of research funds received – this information must be verified by department head/faculty signing authority;&lt;br&gt;3. Hospital Research: to be completed by PIs whose research is to be conducted at one of the affiliated teaching hospitals (KHSC-KGH site, KHSC-HDH site, Providence Care);&lt;br&gt;4. Checklist</td>
</tr>
<tr>
<td>Attachments</td>
<td>• All attachments provided by the researcher, such as Research Proposal, Preliminary Budget/Budget Justification, Agreement, Hospital Departmental Impact and Information Form, etc. can be accessed through this tab.</td>
</tr>
<tr>
<td>Approvals</td>
<td>• This is where all Hospital Operational Directors who have been selected to approve the application will access the “Approval Process” button.</td>
</tr>
<tr>
<td>Logs</td>
<td>There are two logs:&lt;br&gt;1. Application Workflow Log: tracks and time stamps approvals and messages. The Workflow Log starts to populate after the PI submits the application;&lt;br&gt;2. Application Log: tracks and time stamps every action taken on the application.</td>
</tr>
</tbody>
</table>
Although you can view an application by going through its different tabs and sub-tabs, you may also export it to Word or PDF which allows you to view the entire application in one document.
Reviewing Attachments

- Click on the Attachments tab. From there you can access any of the documents listed below by clicking on their hyperlinked title under the Attachment column. This is where the research proposal, budget, or Hospital Impact Form can be viewed.

<table>
<thead>
<tr>
<th>Attachment</th>
<th>Description</th>
<th>Version Date</th>
<th>Doc / Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>6007578.docx</td>
<td>Prop</td>
<td>2013/11/25</td>
<td>Research Proposal</td>
</tr>
<tr>
<td>Copy of Budget Template for</td>
<td>Budget Justification</td>
<td>2013/11/25</td>
<td>Budget Justification</td>
</tr>
<tr>
<td>TRAQ-1G.xlsx</td>
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</tbody>
</table>
Go to Approvals tab and click on “Approval Process” button next to your name.
You will also be able to see if any other Hospital Operational Directors were selected to approve the file, and what their decision was if they have already submitted their decision.
Action: Approve and Forward to Next Signing Authority

- If you are satisfied with the contents of the application and are ready to submit it to University Research Services, please click the ‘Approve’ radio button, enter a brief comment, and click on ‘Submit’ to approve the application.
Action: Forward to Next Signing Authority - Conditional approval

- If you are unable to approve the application, you may simply forward it to the next signing authority without approving it. Please use “Comments” textbox to make note of the issues and indicate whether or not, you have had a chance to discuss these with the PI.
- The Department Head, and Research Administrators, will be able to read your comments in the Workflow Log, and follow up with the PI if necessary.
In your comments section you can also indicate that you are not able to approve at this point and you would like to have access to this application later to issue HOD Final Approval. Once the application comes to administrative site, milestone reminder: “Waiting for HOD Final Approval” will be set and the application will be assigned again in your TRAQ Portal with the new role “Reviewer”
Final HOD approval process, role REVIEWER
In the role: REVIEWER click on the link: Applications: Chair*
Click on VIEW icon to review application
Review the application by going through the different tabs (and sub-tabs of the application form) – the same way as initial HOD review.
Click on yellow REVIEW icon to make final approval
Select: “HOD Final Approval” in Review Decision to submit final approval
Need assistance/have a question?

For assistance or questions related to Hospital-based research
Contact: Lisa McAvoy at Lisa.McAvoy@kingstonhsc.ca
or Veronica Lloyd at Veronica.Lloyd@kingstohs.ca
Tel: 613-549-6666 ext.3344/8171

For technical questions:
Contact the TRAQ Helpdesk
(613) 533-6000, ext. 78426
Email: traq@queensu.ca
You may also use our webform
to submit an issue to our Online Support Centre.