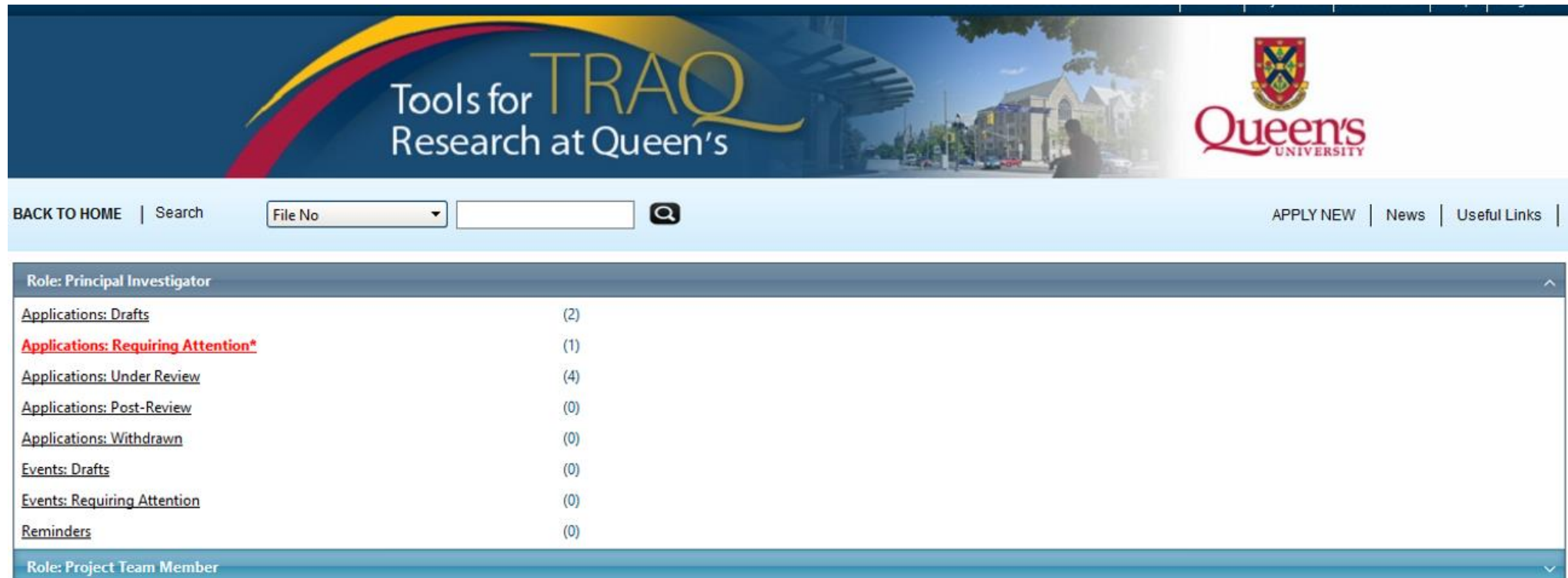


# TRAQ upgrade – February 2017

## Researcher Portal – Revised Home Screen

Additional quick links to handle new event capabilities required more optimal way to display home page content. Quick links have been re-labelled for clarity, and role blocks stretch full screen. When action required quick links apply, the role block is expanded by default and the action required quick link is highlighted in red and indicated by asterisk. When action required quick links do not apply, the role block is collapsed by default. **Quick link file count numbers were reinstated** for all user roles. Example of the Researcher Home screen is displayed below:



The screenshot displays the TRAQ Researcher Portal Home Screen. The header features the TRAQ logo (Tools for Research at Queen's) and the Queen's University crest. Below the header is a navigation bar with a search box, a dropdown menu for 'File No', and a search button. The main content area is divided into two role-based sections: 'Role: Principal Investigator' and 'Role: Project Team Member'. The 'Principal Investigator' section is expanded and shows a list of quick links with file counts:

Quick Link	File Count
<a href="#">Applications: Drafts</a>	(2)
<a href="#">Applications: Requiring Attention*</a>	(1)
<a href="#">Applications: Under Review</a>	(4)
<a href="#">Applications: Post-Review</a>	(0)
<a href="#">Applications: Withdrawn</a>	(0)
<a href="#">Events: Drafts</a>	(0)
<a href="#">Events: Requiring Attention</a>	(0)
<a href="#">Reminders</a>	(0)

The 'Project Team Member' section is collapsed. The navigation bar includes links for 'BACK TO HOME', 'Search', 'File No', 'APPLY NEW', 'News', and 'Useful Links'.



# Q4 upgrade – Researcher Portal view

New search option by file #, event #, file ref. #, event ref.#

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

Queen's UNIVERSITY

BACK TO HOME | Search |    

APPLY NEW | News | Useful Links

Role: Principal Investigator

<a href="#">Applications: Drafts</a>	(2)
<a href="#">Applications: Requiring Attention*</a>	(1)
<a href="#">Applications: Under Review</a>	(3)
<a href="#">Applications: Post-Review</a>	(95)
<a href="#">Applications: Withdrawn</a>	(0)
<a href="#">Events: Drafts</a>	(11)
<a href="#">Events: Requiring Attention*</a>	(1)
<a href="#">Reminders*</a>	(6)

Role: Project Team Member

<a href="#">Applications: Drafts</a>	(2)
<a href="#">Applications: Requiring Attention*</a>	(2)
<a href="#">Applications: Under Review</a>	(0)
<a href="#">Applications: Post-Review</a>	(91)
<a href="#">Applications: Withdrawn</a>	(0)
<a href="#">Events: Drafts</a>	(3)
<a href="#">Events: Requiring Attention*</a>	(1)
<a href="#">Reminders*</a>	(2)

Role: Department Signing Authority

Role: Reviewer

## What is the difference between Application Ref Number and File Number?

- Application Ref Number is 5-digit number associated with application when it is in pre-submission or in the signing authority 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.

## What is the difference between Event Ref Number and Event Number?

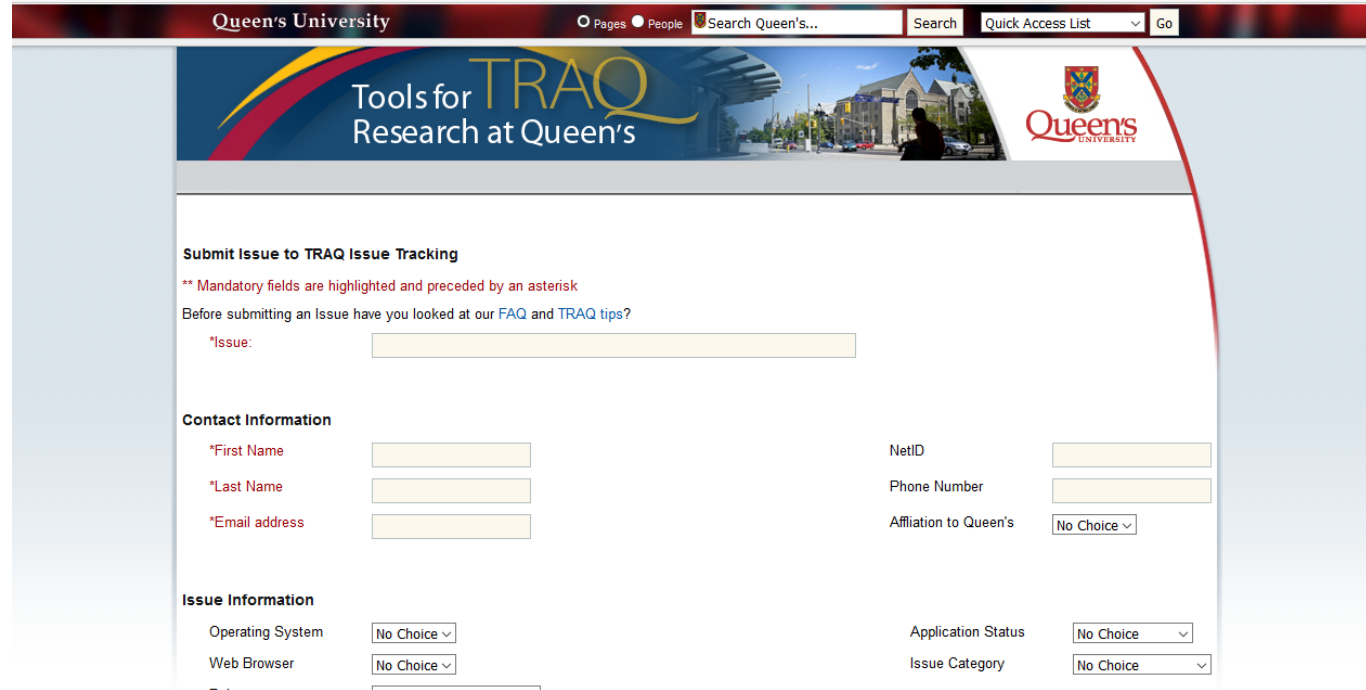
- Event Ref Number (No) is 5-digit number associated with event form in pre-submission stage. Event Number is 6-digit number (starts with 85) assigned to an event when it arrives in the research administration portal for review.

# Q4 upgrade – Researcher Portal view

Help link is connected to Queen's TRAQ Help Desk web form



This screenshot shows the top navigation bar of the TRAQ Researcher Portal. On the left, there are links for 's Pathways' and 'Product Info'. On the right, there is a welcome message 'Welcome: Researcher Queen's' followed by links for 'Home', 'My Profile', 'Contact Us', 'Help', and 'Logout'. Below the navigation bar is a large banner with the text 'Tools for TRAQ Research at Queen's' and the Queen's University crest. At the bottom of the banner, there is a search bar with a 'File No' dropdown and a search icon. To the right of the search bar are links for 'APPLY NEW', 'News', and 'Useful Links'.



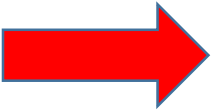
This screenshot shows the TRAQ Help Desk web form. The form is titled 'Submit Issue to TRAQ Issue Tracking' and includes a note: '\*\* Mandatory fields are highlighted and preceded by an asterisk'. Below the title, there is a question: 'Before submitting an Issue have you looked at our [FAQ](#) and [TRAQ tips](#)?'. The form contains several input fields and dropdown menus:

- \*Issue:** A text input field.
- Contact Information:**
  - \*First Name:** A text input field.
  - \*Last Name:** A text input field.
  - \*Email address:** A text input field.
  - NetID:** A text input field.
  - Phone Number:** A text input field.
  - Affiliation to Queen's:** A dropdown menu with 'No Choice' selected.
- Issue Information:**
  - Operating System:** A dropdown menu with 'No Choice' selected.
  - Web Browser:** A dropdown menu with 'No Choice' selected.
  - Application Status:** A dropdown menu with 'No Choice' selected.
  - Issue Category:** A dropdown menu with 'No Choice' selected.



# Q4 upgrade – Researcher Portal view

Applications and Events Under Review and in Drafts Link bar expanded by default if > 0

Events: Drafts				
	Event No	Event Category	Event Form	Comments
 <a href="#">View Event</a> <a href="#">Edit</a> <a href="#">Delete</a>	6018508 - Ref No : 30859	Review	Agreement Event	
<a href="#">View Event</a> <a href="#">Edit</a> <a href="#">Delete</a>	6018508 - Ref No : 32032	PeopleSoft Project set-up	Research Accounting Form	
Events: Requiring Attention				
Events: Under Review				
Events: Post Review				
Reminders				
Milestone	Due Date	Comments	Related Forms	
Waiting for Signing Authority form	2016/10/03		* Research Accounting Form	
Waiting for budget	2016/10/03		* Research Accounting Form	

# TRAQ HELP Desk

Please contact us at [traq@queensu.ca](mailto:traq@queensu.ca)  
or tel: 613-6000, ext. 78426 if you have any questions

