

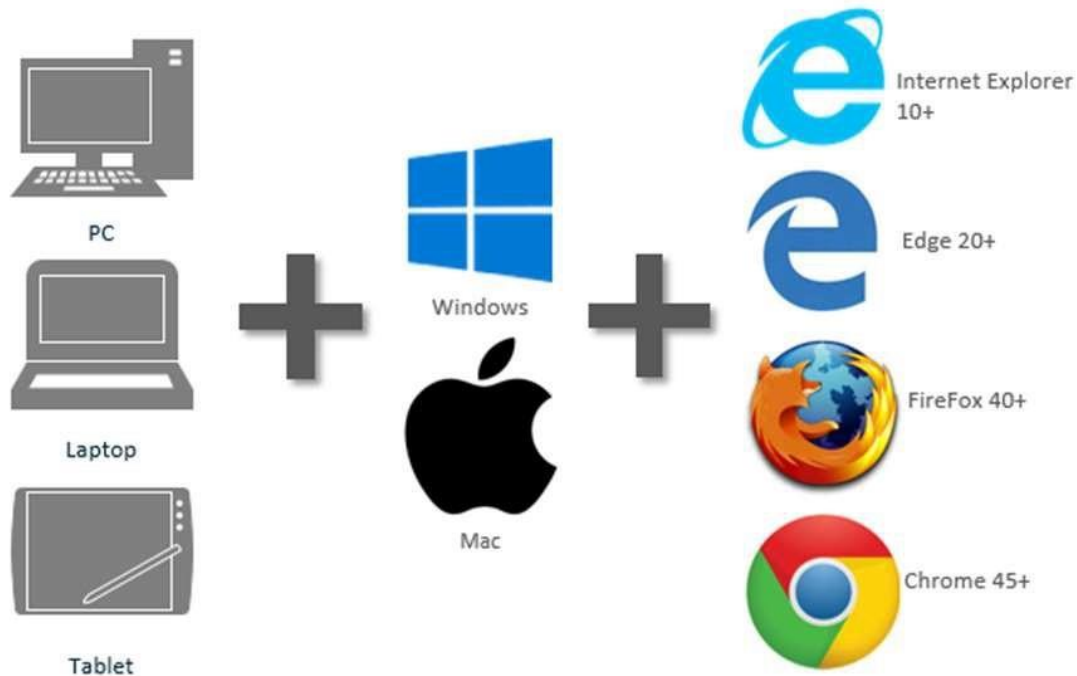
# Queen's TRAQ e-System

Health Sciences Research Ethics Board Certification (HSREB)

Reviewing Human Ethics Applications & Event Forms

HSREB Board Member/Reviewer  
User Manual  
September 2016  
update

# TRAQ - BROWSER COMPATIBILITY



**Please note: Safari is not fully tested and currently not compatible with TRAQ system.  
Mac users should use Google Chrome or Mozilla Firefox.**

# Accessing the Researcher's Portal



- Review assignments are accessed through the Researcher's Portal.
- As a reviewer, you will receive an email notification whenever you have been assigned to review an ethics application or an event form (i.e. renewal form, amendment form, serious advent event form). The link to the Researcher's Portal is included in the email.
- Reviewers 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](#).
- External reviewers, who do not have a Queen's email address (i.e. KGH, Providence Care, gmail, hotmail, sympatico, etc.) 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 has been created during registration.

# Single SignOn for Queen's Reviewers



- Enter your Queen's NetID and strong password to access the Researcher's Portal

## Researcher Portal Sign On

Contact [support staff](#) if you have trouble signing into the Researcher Portal.

**Browser compatibility: Safari is not fully tested and currently not compatible with TRAQ system. Mac users should use Google Chrome or Mozilla Firefox.**

### LOG IN - Queen's Faculty & Staff

#### Faculty / Staff / Reviewers:

If you are a current Queen's Faculty or Staff member with a Queen's Net ID please log in to [MyQueensU/Solus](#) on the Queen's homepage [www.queensu.ca](http://www.queensu.ca) to access the **TRAQ Researcher Portal**.

- Click **Search and Sign In** (top right corner)
- Click on [MyQueensU/Solus](#) under the heading **University Wide**
- Enter your Queen's net id and password when prompted
- Click **My Applications**
- Select **Go to the TRAQ Researcher Portal** from the box titled **TRAQ Researcher Portal**
- Your TRAQ Researcher Portal will open

# Login Site for External Reviewers

(For reviewers with non-Queen's email addresses)



- Enter your full email address and the password you created during registration\* to access the Researcher's Portal



**Login** 

**Username**

**Password**

- External reviewers, trying to log in for the first time, will need to complete the [Self Registration Form](#) before they can access the Researcher's Portal. Once you have registered, you will receive an automatic email with instructions on setting up your own password. From then on, you will access the portal through the Post-Registration Login Site.

# Reviewer's Dashboard



- As a reviewer, your dashboard has three roles: Principal Investigator (P.I.), Project Team Member and Reviewer. The link that requires your attention will be displayed in red with asterisk. In this example reviewer has pending applications as secondary reviewer.

Powered by **Process Pathways** | [Product Info](#)

Welcome: [Certifications Board Reviewer](#) | [Home](#) | [My Profile](#) | [Contact Us](#) | [Help](#) | [Logout](#)

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




[BACK TO HOME](#)

[APPLY NEW](#) | [News](#) | [Useful Links](#)

Role: [Principal Investigator](#) 

Role: [Project Team Member](#) 

Role: [Reviewer](#) 

[Applications: Chair](#)

[Applications: Reviewer \(New\)\\*](#)

[Applications: Reviewer \(In Progress\)](#)

[Events: Chair](#)

[Events: Reviewer \(New\)](#)

[Events: Reviewer \(In Progress\)](#)

# Reviewer's Quick Links



## Role: Reviewer

[Applications: Chair](#)

[Applications: Reviewer \(New\)\\*](#)

[Applications: Reviewer \(In Progress\)](#)

[Events: Chair](#)

[Events: Reviewer \(New\)](#)

[Events: Reviewer \(In Progress\)](#)

Human Ethics applications requiring your review will be accessible through one of these quick links. Applications pending review will be indicated in red with asterisk

Event forms requiring your review will be accessible through one of these quick links

# Reviewer's Quick Links - Applications Requiring your Review...



- **Applications Requiring your Review as a Chair:** Applications: Chair link. Displays all application forms requiring your review as Chair (i.e. Primary Reviewer). You may save your comments over several sessions before submitting your comments and decision to the Ethics office at University Research Services. Once your comments and decision have been submitted, the application form drops from quick links and is no longer open for review.
- **Applications Requiring your Review as a Reviewer – New:** Displays all new application forms requiring your review as Secondary Reviewer. You may save your comments over several sessions before submitting your comments to the Ethics office of University Research Services. Once your comments have been submitted, the application form is still accessible via the **Applications Requiring your Review as a Reviewer – In Progress** quick link until the Chair submits their decision. At this stage, you may continue to view the application form and add additional comments. Once the Chair submits their decision, the application form drops from quick links and is no longer open for review.



# Reviewer's Quick Links - Events Requiring your Review...



- **Events Requiring your Review as a Chair:** Displays all event forms requiring your review as a Chair (i.e. Primary Reviewer). You may save your comments over several sessions before submitting your comments and decision to the Ethics office of University Research Services. Once your comments and decision have been submitted, the event form drops from quick links and is no longer open for review.
- **Events Requiring your Review as a Reviewer – New:** Displays all new event forms requiring your review as Secondary Reviewer. You may save your comments over several sessions before submitting your comments to the Ethics office of University Research Services. Once your comments have been submitted, the event form continues to be accessible through the **Events Requiring your Review as a Reviewer – In Progress** quick link until the Chair submits their decisions. After the Chair has submitted his decision, the event form drops from quick links and is no longer open for review.

# Reviewing Applications



- Once you clicked on one of the quick links you'll see a list of the application(s) awaiting your review. To review an application, click "View".

The screenshot shows the ROMEO - Researcher Portal interface. The browser address bar displays "https://epreview.its.queensu.ca/romeo\_researcher\_admin/Re". The page header includes "Powered by Process Pathways | Product Info" and "Welcome: Certifications Board Reviewer". The main banner features the text "Tools for TRAQ Research at Queen's" and the Queen's University logo. Below the banner, there are navigation links: "BACK TO HOME", "APPLY NEW", "News", and "Useful Link".

At the top of the application list, there are two buttons: "Reset Filters" and "Export To Excel".

	File No	Project Title	Principal Investigator	Event Snapshot
	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<a href="#">View</a>	6018954	HSREB application	Dr. Researcher Queen's	HEALTH SCIENCES RESEARCH ETHICS BOARD APPLICATION FORM for ETHICS CLEARANCE (New Approval Process)

# Reviewing Applications



- You can review the application by going through the different tabs (and sub-tabs of the application form) to see the information entered by the P.I./Research Coordinator.

**File No:** 6005497 **Project Title:** Test - January 28, 2013 **Project Work Flow State:** ORS Review

**Application Form:** HSREB Application Form for Ethics Clearance - new

[Close](#) [Print](#) [Export to Word](#) [Export to PDF](#) [Review](#)

**NOTE:** You are in View mode. Click the review button to enter, save & submit any comments

Project Info | Project Team Info | HSREB Application Form for Ethics Clearance - new | Attachments | Logs | Committee Reviews

Title \*:

Start Date:

End Date:

Keywords:  [Add](#)

[Clear all](#)

- Project Info** and **Project Team Info** tabs contain the basic information of the project (i.e. title of the study, names & roles of all team members);
- HSREB Application Form for Ethics Clearance** tab contains all the content related to the study and the ethics application;
- Attachments** tab allows you to look at any attachments provided by the Researcher – to view an attachment, you simply click on its title;
- Logs** tab allows you to review the history of the application;
- Through the **Committee Reviews** tab you are able to read the comments of all the reviewers assigned to the application/event form.

# Committee Reviews



- The "Committee Reviews" tab allows reviewers assigned to review an application to share their comments.

**File No:** 6005497 **Project Title:** Test - January 28, 2013 **Project Work Flow State:** ORS Review

**Application Form:** HSREB Application Form for Ethics Clearance - new

[Close](#) [Print](#) [Export to Word](#) [Export to PDF](#) [Review](#)

**NOTE:** You are in View mode. Click the review button to enter, save & submit any comments

[Project Info](#) [Project Team Info](#) [HSREB Application Form for Ethics Clearance - new](#) [Attachments](#) [Logs](#) [Committee Reviews](#)

**Review Decision:** Pending  
**Shared Comments:**

Reviewer	Comments	Date Reviewed ▾
Reviewer 3	Attachments missing. Study cannot be approved until PI explains how volunteers will be recruited and provides recruitment materials as attachments.	1/29/2013
Reviewer 2	Cannot approve study without more detailed abstract and methodology. Attachments are missing, researcher needs to include LOI, Consent Forms, etc.	1/29/2013
Reviewer 1 (Chair)	Comments re. Q.2.1: testing, testing, testing Comments re Q.2.2: rational needs more details...	

# Reviewing Applications



- Although you can review an application by going through its different tabs and sub-tabs, the simplest and most efficient way to review an application is to export it to Word.

**File No:** 6005497 **Project Title:** Test - January 28, 2013 **Project Work Flow State:** ORS Review

**Application Form:** HSREB Application Form for Ethics Clearance - new

*NOTE: You are in View mode. Click the review button to enter, save & submit any comments*

Project Info | Project Team Info | HSREB Application Form for Ethics Clearance - new | Attachments | Logs | Committee Reviews

Title \*:

Start Date:

End Date:

Keywords:

# Reviewing Application in Word



- Exporting the application and saving it as a Word document, will allow you to type and save your comments on your own computer. Once you've completed your review, you can copy and paste your comments from the Word document into the "Reviewer's Comments" textbox.

#	Question	Answer
1.1	Will this protocol undergo peer review?	NO
1.2	If you responded YES above, please describe the peer review.	
1.3	CHRRP Completed (required for graduate student applicants involved in the study)	N/A
1.4	Clinical Trial	NO
1.5	If you responded YES above, please tell us which Phase your trial is in.	

## 2. Summary of Proposed Research

#	Question	Answer
2.1	Abstract	Testing My Comments re: 2.1 Abstract
2.2	Describe the rationale, hypothesis and/or the research question.	testing
2.3	Describe the study design and/or methodology.	testing
2.4	What are primary outcome measures? If not applicable, indicate N/A	testing

# Entering, Saving & Submitting Review Comments



- To start entering your comments, click on the “Review” button on top of the screen.

The screenshot shows a web application interface for reviewing comments. At the top, it displays "File No: 6018955", "Project Title: GREB application", and "Project Work Flow State: Approval Decision Made". Below this are several buttons: "Close", "Print", "Export to Word", "Export to PDF", and "Review". The "Review" button is circled in red. Below the buttons is a "Review Comments" section with a toolbar containing "Save", "Submit", and "Close" buttons. A green callout box points to the toolbar with the text "Formatting similar to Microsoft Word is available in Reviewers Comments box". Below the toolbar is a text area with the comment "Consent form requires revisions." and another comment "HSREB contact phone number should be entered in Letter of Information." with a red arrow pointing to it.

Hit “Save” and “Close” to continue reviewing the application at a later time.

Reviewers can either type their comments directly into the textbox or copy and paste them from a Word document – depending on how they reviewed the application.

# Entering, Saving & Submitting Review Comments



A screenshot of a web browser window showing the "ROMEО - Researcher Portal". The address bar displays "https://epreview.its.queensu.ca/romeo\_researcher\_admin/ResearcherPortal/ReviewComments.aspx". The main content area is titled "Review Comments" and contains three buttons: "Save", "Submit", and "Close". Below the buttons is a "Comments\*" section with a rich text editor. The editor contains two lines of text: "Consent form requires revisions." and "HSREB contact phone number should be entered in Letter of Information." The "HSREB" text is underlined with a red squiggly line. A red box highlights the "Save" and "Submit" buttons and the text area, with a line pointing to a text box on the right.

Once you are done reviewing the application and are ready to submit your comments, hit "Save" and "Submit". If you are a Secondary Reviewer, the application will move to "Application Requiring your Review as a Reviewer – In Progress", you will continue to have access to the application until the Chair submits his comments and review decision.



# Entering, Saving & Submitting Review Comments



- The Chair – or, Primary Reviewer – is the only person who has the “Review Decision” field and drop down menu on his “Review Comments” screen.

**Review Comments**

**Comments\*:**

Comments re. Q.2.1: testing, testing, testing  
Comments re Q.2.2: rational needs more details...

**Review Decision :**

|Select-  
-Select-  
Application Rejected  
Approved as delegated  
Pending Board Review Meeting  
Request for Clarification(s) from Researcher  
Request information from Ethics Coordinator

As the Primary Reviewer, you are responsible for submitting the review committee’s final decision. Once you are done reviewing the application, please select your decision from the drop down menu before hitting “Save” and Submit”. Once you have submitted your comments and the committee’s final decision to the Ethics office of University Research Services, the application will drop from quick links for all members of the reviewing committee.

# Need assistance/have a question?



## Need assistance/have a question?

**Contact the TRAQ Helpdesk:**

[Webform](#): to submit an issue to the TRAQ Help Desk;

Email: [traq@queensu.ca](mailto:traq@queensu.ca) or;

Phone: (613) 533-6000, ext. 78426.