



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

General Research Ethics Board Certification (GREB)

Reviewing GREB Applications

Unit REB Chair/Member User Manual

November 2016

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 TRAQ Portal



- Review assignments are accessed through the TRAQ Researcher Portal.
- **You will receive an email notification** whenever your Unit REB has been assigned to review an ethics application. The link to the TRAQ Portal is included in the email.
- Reviewers who are Queen's faculty or staff should use their regular Queen's NetID and strong password to log into the TRAQ portal through **MyQueensU** that may be accessed by clicking **SEARCH AND SIGN IN** on the Queen's homepage (www.queensu.ca). Once in MyQueensU, click on the **My Applications** tab. Then, click on the link **Go to the TRAQ Researcher Portal**.
- Queen's students will access the Researcher's Portal through the [Post-Registration Login Site](#). When logging in through the Post Registration Login site, your username is the email address provided at the time of registration.

Unit REB Reviewer's Portal



New applications for Unit REB review will be in the link: **“Applications: New*”** within Role: Division Signing Authority. It is internal process within the Unit REB and usually Unit Chair decides who will be assigned to complete review process.



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[Role: Principal Investigator](#)

[Role: Project Team Member](#)

[Role: Division Signing Authority](#)

[Applications: New*](#)

[Applications: Pending Requested Info](#)

[Applications: Under Review](#)



To begin Review Process...



Click on "Review" to open the application.

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	File No	Project Title	Principal Investigator	Application Type	Status Snapshot	Workflow Message
	<input type="text"/>	<input type="text"/>	<input type="text"/>	All	<input type="text"/>	
Review	Ref No : 25759	GREB application form - test	Dr. Tomasz Herra (Faculty of Arts and Science\GREB\Unit REB Psychology)	NEW General Research Ethics Board (GREB) Standard Application Form (Certification\Human Ethics)	Project Status: Pending Workflow Status: Division Signing Authority Review	Submitting for Unit REB review [Action: Submit]

New applications for Unit REB Review



- Go to the Log tab to look at the Application Workflow Log to read any comments from the PI – see below

Timestamp	Activity Log	Workflow State	Workflow Message
01/08/2016 14:26	Project Work Flow State has been changed from Pre Submission to Division Signing Authority Review	Pre-Submission -> Division Signing Authority Review	The letter of information, debriefing letter, and a recruitment notice is all contained in the information I include in the survey. For the consent, I specify that they are consenting to participating in the research by taking the survey; however, additional precautions may have to be taken (such as formal question in the questionnaire? If so, I can easily add it my survey). [Action: Submit]

Reviewing the Ethics Form



- Click on GREB Standard Application Form tab to review the application one sub-tab at a time. Or, click on “Export to Word” to review the application in a table format.

Powered by **Process Pathways** Welcome: Researcher Queen's

Application Ref No: 25759 **Project Title:** GREB application form - test **Project Work Flow State:** Division Signing Authority Review **Application Form:** NEW General Research Ethics Board (GREB) Standard Application Form

[Approval Process](#) [Close](#) [Print](#) [Export to Word](#) [Export to PDF](#)

[Project Info](#) [Project Team Info](#) **NEW General Research Ethics Board (GREB) Standard Application Form** [Attachments](#) [Approvals](#) [Logs](#)

[1. CORE Completion](#) [2. Project details](#) [3. Recruitment](#) [4. Risk Assessment](#) [5. Benefits](#) [6. Privacy and Confidentiality](#) [7. Informed Consent](#) [8. Supporting Materials Checklist](#)

i 1.1) * Applicant CORE Completion: All non-faculty researchers at Queen's University (undergraduate and graduate students, postdoctoral fellows, and staff) must complete the Course on Research Ethics (CORE) and attach a copy of the completed certificate to this ethics application.

YES
 N/A

i 1.2) Co-Applicant 1 - CORE Completion

YES
 N/A

i 1.3) Co-Applicant 2 - CORE Completion

YES
 N/A

i 1.4) Co-Applicant 3 - CORE Completion

YES
 N/A

Reviewing the Attachments

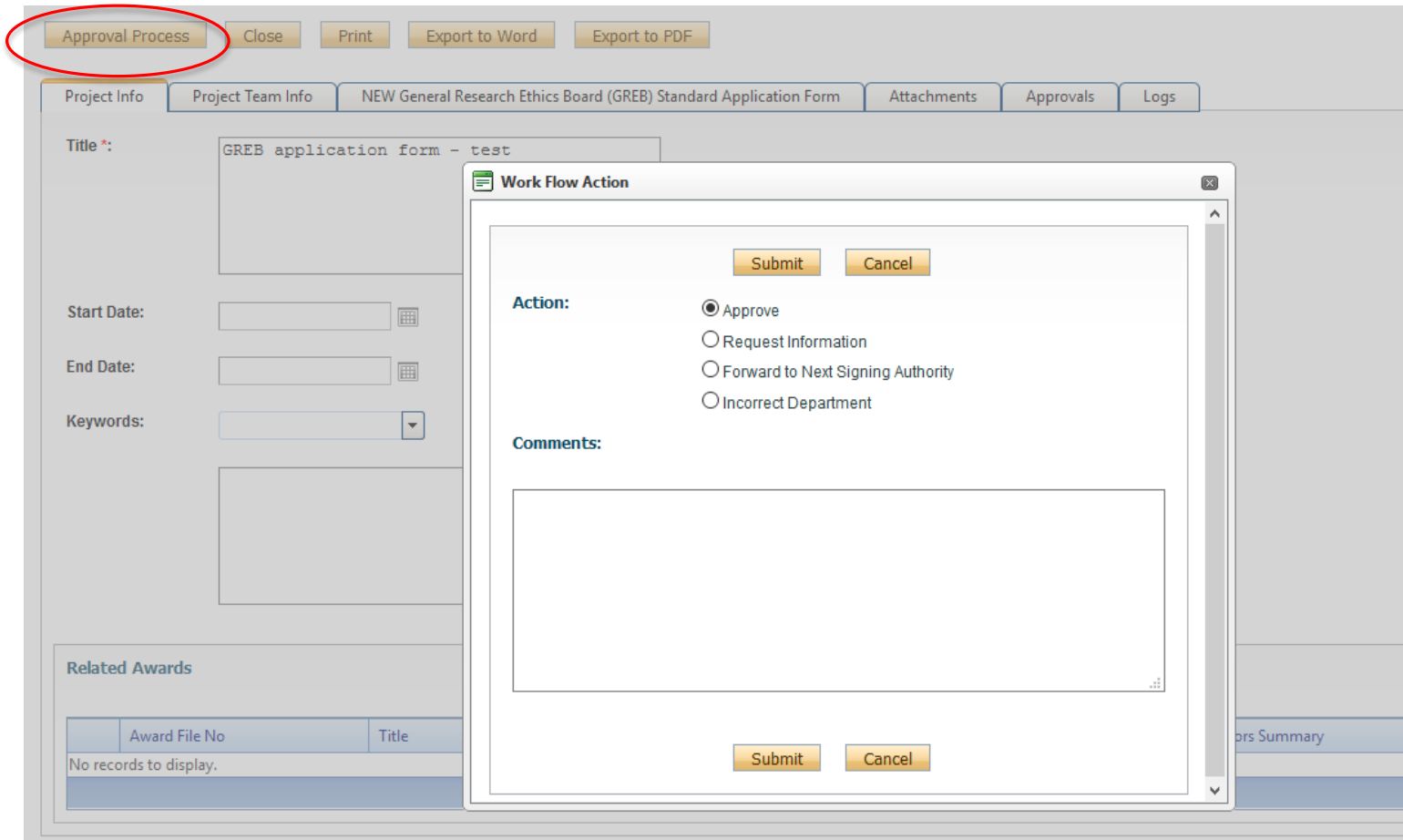


Remember to go to the Attachments tab to view/print the documents (consent form, letter of information, etc.) that were included with the application

	Doc / Agreement	Version Date	File Name	Description	Archive
	CORE/CCHRP Certificate	2016/06/28	CLambert_CORE certificate.pdf Uploaded on: 2016/06/28	Christine Lambert CORE Certifi ...	<input type="checkbox"/>
	Debriefing Form/Letter	2016/06/28	Study 1 Debriefing Letter CLambert June 28.docx Uploaded on: 2016/06/28	Study 1 debriefing letter	<input type="checkbox"/>
	Debriefing Form/Letter	2016/06/28	Study 2 Debriefing Letter CLambert June 28.docx Uploaded on: 2016/06/28	Study 2 debriefing letter	<input type="checkbox"/>
	Letter of Information/Consent Form (combined document)	2016/06/28	Online LOI CF CLambert June 21.docx Uploaded on: 2016/06/28	Combined Letter of Information ...	<input type="checkbox"/>
	Questionnaire	2016/06/28	Questionnaire Battery.docx Uploaded on: 2016/06/28	Full battery of questionnaires ...	<input type="checkbox"/>
	Recruitment Letter/Email/Notice/Poster	2016/06/28	Lambert Recruitment Message.docx Uploaded on: 2016/06/28	Mechanical Turk recruitment me ...	<input type="checkbox"/>
	Supervisor's letter / e-mail	2016/06/28	Lambert Research Supervisor Support Letter.pdf Uploaded on: 2016/06/28	Supervisor's letter of approva ...	<input type="checkbox"/>

Submitting comments/Approving application

Click on “Approval Process” at the top of the application to access the “Work Flow Action” screen



The screenshot displays a web application interface for a GREB application. At the top, there are buttons for 'Approval Process' (circled in red), 'Close', 'Print', 'Export to Word', and 'Export to PDF'. Below these are tabs for 'Project Info', 'Project Team Info', 'NEW General Research Ethics Board (GREB) Standard Application Form', 'Attachments', 'Approvals', and 'Logs'. The main form area includes fields for 'Title *:' (containing 'GREB application form - test'), 'Start Date:', 'End Date:', and 'Keywords:'. A 'Related Awards' table is visible at the bottom left, showing 'No records to display.' A 'Work Flow Action' dialog box is open in the foreground, featuring a 'Submit' and 'Cancel' button at the top. The 'Action:' section has four radio button options: 'Approve' (selected), 'Request Information', 'Forward to Next Signing Authority', and 'Incorrect Department'. A 'Comments:' section with a text area is located below the action options. Another 'Submit' and 'Cancel' button is at the bottom of the dialog box.

Award File No	Title
No records to display.	

Submitting Comments/Approving Application



- To add your review to the application:
 - Type in the review in the **Comments** text box;
 - Select one of the four actions;
 - Approve – sends the application to the GREB office with comment: approved at Unit REB level. Those applications will be reported at the annual audit in April.
 - Request Information - returns the application to the PI and team for modifications, changes, corrections, revised documents and resubmission.
 - Forward to Next Signing Authority – forwarding to GREB office for GREB review. The application will be assigned to either Delegated or Full Board Review.
 - Incorrect Department – returns the application to the PI and team because it has been submitted to the wrong Unit.
 - Click the **Submit** button.

Contacts

- **Gail Irving, Ethics Coordinator**
 - (613) 533-6000, ext. 78281
 - irvingg@queensu.ca
 - GREB website
 - <http://www.queensu.ca/urs/ethics/general-research-ethics-board-greb>
- **Chair of the Unit, if reviewing for a Unit**
- **TRAQ Helpdesk**
 - [Online form](https://www.queensu.ca/itrack/TRAQ/traq.php) - <https://www.queensu.ca/itrack/TRAQ/traq.php>
 - (613) 533-6000, ext. 78426
 - traq@queensu.ca