

TRAQ DSS FORM

Checklist for Researchers applying for QUFA

- Log into **MyQueensU/SOLUS** portal (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
- If certifications are required for your project, click **Search** under **Related Certifications** to link your certifications (human ethics/biohazards) to your project if the certification is already active, or in progress
- Under **Related Certifications**, click **Add New** to make note of any required animal care certification

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 (Important – for researchers from department with Unit REB: the affiliation on the TRAQ DSS FORM should never be the “Unit”)
- To transfer role of PI, click **Change PI**, search for PI, click **Select** once PI is identified
- 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** text box., 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: March 31, 2017 or current date.**

- Click **Add New** to add funding disbursement: enter anticipated **Start Date** (*estimate*) and total amount of the award in the amount requested section.

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: proposal, agreement, budget/budget justification, etc.
- Click **Add Attachment** to attach your letter of award.

Approvals tab

- Skip this tab – Approvals tab only needs to be completed for hospital-based projects.
- 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, Internet Explorer 9.0+, and Google Chrome. 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.

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).
- Please contact the TRAQ Help Desk for support. The TRAQ Help Desk is available by email (traq@queensu.ca), or phone: ext. 78426.
- For questions regarding the QUFA award, please contact your URS contact: Bonnie Stewart, ext. # 74686, bonnie.stewart@queensu.ca.