

TRAQ DSS FORM

Instructions for Researchers applying for Queen's Research Opportunities Fund

Getting Started...

- Log into **MyQueensU/SOLUS** portal through SEARCH AND SIGN IN on (www.queensu.ca). Click on MyQueensU/Solus under heading UNIVERSITY WIDE. Enter your Queen's Net ID and password when prompted. **Click on My Applications**, select **Go to the TRAQ Researcher Portal** from the box titled **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
- Click **Search** under **Related Certifications** to link your certifications (human ethics/biohazards) to your project – if 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.
- To transfer the role of PI, click **Change PI**, search for the PI, and 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 are to 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 **Queen's University**. Once located, click **Select**.
- Select one of Queen's Research Opportunities Fund program that applies to your application from Program drop down menu.
- **Do not enter Project Sponsor start & end date.**
- Use calendar icon to enter the **Competition Date: March 15, 2018**

Please note: for QROF – POST-DOCTORAL FUND the **Competition Date is: January 30, 2018**

- Click **Add New** to add funding disbursement: enter anticipated **Start Date: May 1, 2018** and total amount requested. **IMPORTANT:** click the Save button on the Disbursement screen to save disbursement info. **Save Sponsor Info Tab.**

TRAQ DSS FORM tab

- Answer the questions on sub-tab 1, 2 and 4. (Only complete Sub-tab 3 for hospital-based projects and when your answer to question 1.6 is YES.)
 - Tab 2. Overhead, question 2.1: make sure to select option: Tri Council (SSHRC, NSERC, CIHR, NCE, Canada Research Chairs), CFI **or Internal Grants**

Attachments tab

- **Important:** Save all of your documents (Application Form, Research Proposal, Impact of Funding, External Funding, Budget, CV, etc) in one pdf file and attach the file to your TRAQ DSS Form.
- Click **Add Attachment** to attach your document(s).

Approvals tab

- Approvals tab only needs to be completed for hospital-based projects.

Submitting

- Click **Submit** button at the top of the screen when the Errors tab is not visible and the application is complete (Important: PI is the only team member who has access to the **Submit** button.)
- Enter comment (e.g. "Please review." "For your consideration") in **Comments** text box, click **Submit** button either at the top, or bottom, of the pop up window

Need Help?

- For more details regarding the TRAQ DSS Form, please consult the [TRAQ DSS Form Researchers-User Manual](#) available on the TRAQ website <http://www.queensu.ca/traq/>
- Please contact the TRAQ Help Desk for support. The TRAQ Help Desk is available by [Help Desk Form](#), email: traq@queensu.ca or phone: ext. 78426
- For questions regarding the Queen's Research Opportunities Funds please contact Marianne Ferris from the Office of the Vice-Principal (Research) at: ferrism@queensu.ca