




TRAQ – Awards Module

Event Forms

NEW – Changes to the Event Workflow



- **NEW:** The PI and project team members will receive a confirmation email after:
 - submitting an event;
 - an event is returned to the project team for revision;
 - an event is re-submitted by the PI or a project team member.
- **NEW:** An event will be returned to the research team if revisions are requested by University Research Services, Research Accounting or the University Biohazard Safety Officer.
- **NEW:** An event may be re-submitted after the event has been revised.
- **NEW:** An event that has been started, but not submitted, may be opened directly from the home page by clicking **Events: Drafts**. Prior to the upgrade, an event that started but not submitted was only accessible by locating the file from the Applications: Post Review link on the Research Portal homepage and then clicking the Events button. Now there is a direct link to the saved event.

Event Forms

- Event Forms allow researchers to request amendments to their active grants and agreements, sign-off on agreements, change to Project Team, request transfer of funds, as well as submit their final budget and signing authority form to Research Accounting for their active Awards (grants & agreements) files.
- Event Forms are available through the Researcher's Portal, accessible through [MyQueensU/SOLUS](#), for Queen's faculty and staff. External users who do not have a Queen's email address (i.e. KGH, HDH, 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.
- **Event Forms** may be accessed, and completed by any member of the project team (i.e. the P.I., Co-investigator(s), Research Coordinator, Research Assistant, etc.). **However, not all Event Forms may be submitted by a project team member. Please read the Event Forms' descriptions carefully for instructions regarding the submission of the forms.**

Creating a New Event

By clicking on **Applications Post Review**, you may view all of your approved files (Biohazard/Human Ethics Certifications, and Awards files). Click on the **Events** button to the left of the applicable file to start an event for an active grant or agreement.

ROMEО - Researcher Portal

Queen's University at Kingston (CA) | https://epreview.its.queensu.ca/romeo_researcher_admin/

Powered by **Process Pathways** | Product Info

Welcome: Researcher Queen's | Home | My Profile | Contact Us | Help | Logout

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

Queen's UNIVERSITY

BACK TO HOME | Search | File No | APPLY NEW | News | Useful Links

Role: Principal Investigator

Applications: Drafts	(6)
Applications: Requiring Attention	(0)
Applications: Under Review	(0)
Applications: Post-Review	(1)
Applications: Withdrawn	(0)
Events: Drafts	(1)
Events: Requiring Attention	(0)
Reminders	(0)

Role: Project Team Member

Accessing Event Forms

- There are six Event Forms available from the Create New Event table.
- To create an event, click on one of the hyperlinks in the **Event Form Name** column.

Create New Event

Event Form Name	Description
▼ AWARDS	
Amendment Form	This form can be completed and submitted by either the Principal Investigator or a project team member to upload a Decision Notice or when there has been a change to an already executed grant, agreement or protocol such as modifying dates, title, partners, sponsors, existing budget, hospital approvals and CTO/OCREB annual renewals. To request changes in project team members please use another form: "Change in Study Team Request Form"
Change in Study Team Request Form	This form is to be used to request changes to the study team members ONLY. If study team members will be performing significant study-related duties, have access to study data, or require access to the files/correspondence in TRAQ, they must be listed as a Project team member within the study files.
Agreement Event	This form can be completed and submitted by either the Principal Investigator or a project team member to add any of the following events under the main Agreement: Data Transfer / Access Agreement, Equipment Loan Agreement, License Agreement, Master Agreement, Material Transfer Agreement, Memorandum of Understanding, Network Agreement, Non Disclosure Agreement, Participating Centre Agreement, Site Agreement or Template Agreement.
Research Accounting Form	Please note: This form can be prepared by a project team member but can only be submitted by the Principal Investigator. To be completed upon request from Research Accounting once the application has been approved by University Research Services. Final Budget and/or Signing Authority Form documents need to be attached to this form. You may also need to complete this form if you have received additional years of funding.
Transfer of Funds	This form can be completed and submitted by either the Principal Investigator or Research Coordinator when a PI would like to transfer funds to an external co-applicant or co-investigator. Please submit one event form for each transfer.
NEW Early Release of Funds request	As per Queen's Research Administration Policy, researchers are required to obtain appropriate ethics approval, certifications or licenses before commencing research. As the administering institution, Queen's must verify that certifications/approvals are in place before allowing access to research funds. However, in recognition that not all research activities supported by grant funds require prior approvals/certifications, we have implemented an Early Release of Funds Event. This procedure enables researchers to access a limited portion of the total research funds (max. one installment or year of funding) prior to acquiring the approvals/certifications required to conduct additional aspects of the research.

AMENDMENT Event Form



- This form can be completed and submitted by either the P.I. or a project team member in the following circumstances:
 - Need to modify project title;
 - P.I. was granted a project extension;
 - Add/remove sponsor(s);
 - Add/remove partner(s).
- **Important:** if the amendment leads to changes to the budget, please submit a new Research Accounting Form with a revised budget.

CHANGE TO PROJECT TEAM Event Form



- This form can be completed and submitted by either the P.I. or a project team member in the following circumstances:
 - Add/remove project team members;
 - This form is to be used to request changes to the study team members ONLY. If study team members will be performing significant study-related duties, have access to study data, or require access to the files/correspondence in TRAQ, they must be listed as a Project team member within the study files.

AGREEMENT Event Form



- This form may be completed and submitted by either the P.I. or a project team member to add any of the following events under the main agreement:
 - Data Transfer/Access Agreement;
 - Equipment Loan Agreement;
 - License Agreement;
 - Master Agreement;
 - Material Transfer Agreement;
 - Memorandum of Understanding;
 - Network Agreement;
 - Non Disclosure Agreement;
 - Participating Centre Agreement;
 - Site Agreement;
 - Template Agreement.

RESEARCH ACCOUNTING Event Form



- PI **must** submit a Research Accounting Form at the request of Research Accounting.
- PI, and Research Assistant/Research Coordinator, will receive an email from Research Accounting instructing them to create the Research Accounting Form, download, complete and attach the Final Budget Template and the Signing Authority & Portal Access Form.
- The Final Budget Template and the Signing Authority & Portal Access Form are available for downloading directly from the **Attachments** tab in the Research Accounting Form.
- It is important to remember that, while any project team member can create and complete the Research Accounting Form event, the PI must be the one to click the submit button. If this event is not submitted by the PI, the event will be sent back by Research Accounting.

TRANSFER OF FUNDS Event Form



- This event may be completed and submitted by either the PI or Research Coordinator when a PI wishes to transfer funds to an external co-applicant or co-investigator.
- Please note that there must be one Transfer of Funds event for each transfer requested.

EARLY RELEASE OF FUNDS Event Form



- This event may be completed and submitted by the PI when a PI wishes to access funds before receiving Human Ethics clearance..
- As per Queen's Research Administration Policy, researchers are required to obtain appropriate ethics approval, certifications or licenses before commencing research. As the administering institution, Queen's must verify that certifications/approvals are in place before allowing access to research funds. However, in recognition that not all research activities supported by grant funds require prior approvals/certifications, we have implemented an Early Release of Funds Event. This procedure enables researchers to access a limited portion of the total research funds (max. one installment or year of funding) prior to acquiring the approvals/certifications required to conduct additional aspects of the research. .

Completing an Event – Event Info Tab

- Events are short and simple to complete. Although each type of event has its own set of questions and requirements, the process for completing and submitting any of the Awards Event Forms is the same.
- The first tab – Event Info tab – does not contain any required question. However, PIs may use the 'Note(s)' textbox to enter any additional information, or messages, they wish to communicate to the Research Administrator, or to Research Accounting.

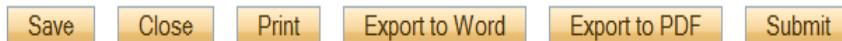
Powered by Process Pathways

Welcome: Queens Researcher

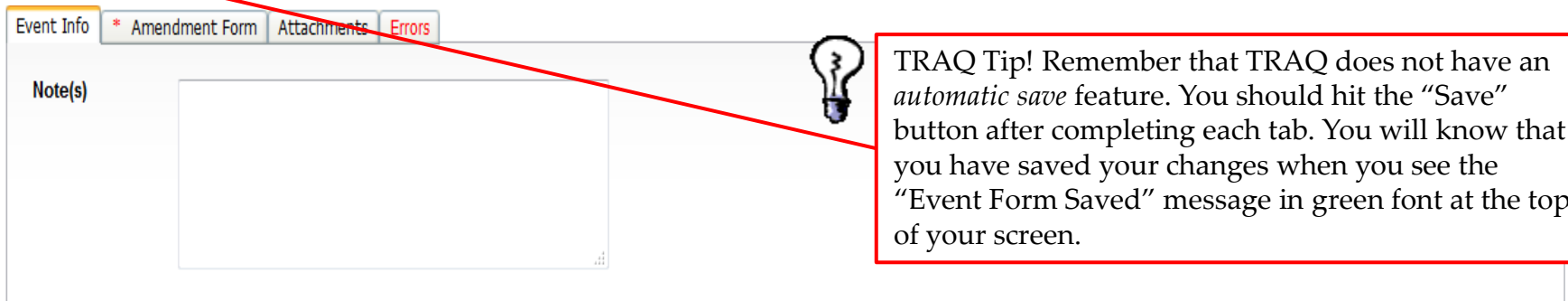
Event: Amendment File No: 6011978

PI : Researcher Queens(Faculty of Health Sciences\Biomedical and Molecular Sciences)

Event Form: Amendment Form



Event Form Saved



Event Info * Amendment Form Attachments Errors

Note(s)

TRAQ Tip! Remember that TRAQ does not have an *automatic save* feature. You should hit the "Save" button after completing each tab. You will know that you have saved your changes when you see the "Event Form Saved" message in green font at the top of your screen.

Completing the Event Form

- Complete the form by answering all the required questions (all required questions have a red asterisk next to them) on the second tab of the Event Form (Change to Project Team Request Form tab in the example below). Any required question left unanswered will be tracked in the “Errors” tab.

The screenshot displays a web-based form titled "Change in Study Team Request Form". At the top, there are navigation buttons: Save, Close, Print, Export to Word, Export to PDF, and Submit. Below these are tabs for "Event Info", "Change in Study Team Request Form", "Attachments", "Log", and "Errors". The "Change in Study Team Request Form" tab is active, showing several questions:

- 1.1*** What type of award are you amending? (select all that apply)
No funds/no contract - Project is not funded and there is no agreement.
 Grant
 Agreement
 No funds/no contract application
- 1.2*** List the name(s) and the role in the project (as listed in the information tab), for each team member you are adding. Specify why this change in the study team is required.
If not applicable enter N/A.
Study roles are limited to the following options:
Co-Investigator
Co-Investigator
Consultant
Co-Principal Investigator
Graduate Student
Post-Doctoral Fellow
Principal Investigator - External Site
Privacy Officer
Project Manager
Research Assistant
Research Associate
Research Coordinator
Research
Technologist
Supervisor
Technician
Undergraduate Student
- 1.3*** Do all study team members who require access to the awards files have a TRAC profile?
If study team members require access to the awards files (correspondence in TRAC), they must have a TRAC profile and be listed as a study team member within the file. Queen's faculty and staff should contact the TRAC Help Desk (email: trac@queensu.ca or call 613-533-8200 ext. 78426) to set up a TRAC profile. Students and external users can use the self-registration form to create a TRAC profile. Follow the instructions on "How do I Self-Register in TRAC as a Student/External User?"
 Yes
 No, I will contact the TRAC Help Desk
 No, I will ask my project team member to self-register in TRAC
- 1.4*** If any new study team members require access to financial information associated with the award, please attach updated signing authority form.
Signing Authority Form template can be downloaded in Attachments tab.
 Yes, updated signing authority form attached
 N/A
- 1.5*** Include the name(s) for those members you are removing from the study team.
If not applicable enter N/A. If financial access should be removed, please attach updated Signing Authority form.

Attachments Tab

- Researchers are able to attach document(s) to their Event Form. Users may upload multiple documents, provided that each individual attachment is no larger than 5MB. Attachments may be Word documents, Excel spreadsheets, JPEG files, PDFs, etc.
- To add an attachment to your Event Form, navigate to the Attachments tab, and click on the **Add Attachment** button.

The screenshot shows a web application interface with a modal dialog titled "Upload Attachment". The dialog contains the following fields and controls:

- Description:** A large text area for entering a brief description of the document.
- Upload Attachment:** A "Browse..." button next to the text "No file selected."
- Version Date:** A text input field with a calendar icon to its right.
- Doc / Agreement:** A dropdown menu with "--Select One--" as the current selection.
- Buttons:** "Add Attachment" and "Cancel" buttons at the bottom.

Four red callout boxes provide instructions:

- Top-left: "You can select the document/agreement type you are attaching by using the 'Doc/Agreement' dropdown menu, or by typing a brief description of the document in the 'Description' textbox." (Arrows point to the dropdown and the description text area.)
- Top-right: "Click on 'Browse' to select the document from your computer" (Arrow points to the "Browse..." button.)
- Bottom-right: "Use the calendar icon to select the version date of your document." (Arrow points to the calendar icon.)
- Bottom-center: "Click 'Add Attachment' to complete the process" (Arrow points to the "Add Attachment" button.)

Attachments Tab – Research Accounting Form

- The Research Accounting Event Form requires that the PI attach a copy of their final budget, as well as the completed Signing Authority Form.
- The Budget Template and Signing Authority Portal Access form can be downloaded directly from the Attachments tab on the Research Accounting Form.
- For more information on how to complete the budget template, please visit the Financial Services website.

Event: PeopleSoft Project set-up **File No:** 6018953 - **Ref No :** 29253
PI : Queen's Researcher(Faculty of Health Sciences\Medicine)
Project Title : SSHRC application

Event Form: Research Accounting Form

[Save](#) [Close](#) [Print](#) [Export to Word](#) [Export to PDF](#) [Submit](#)

[Event Info](#) [* Research Accounting Form](#) [Attachments](#) [Logs](#) [Errors](#)

IMPORTANT: Research Accounting Event Form must be submitted by the Principal Investigator.

Please download, complete, save and attach the following templates to your Research Accounting Event Form before hitting the submit button. Please save the forms to your local computer with a new name e.g. "Final Budget Discovery Grant - PI - John Smith" before adding the completed documents to the attachments tab. Complete, print, sign and scan Signing Authority Form and then attach in attachments tab.

Signing Authority Portal Access - Research Funds v2.pdf
Budget Template_v 3 November 2015.xlsx

[Add Attachment](#)

Errors Tab

Event: PeopleSoft Project set-up File No: 6011978

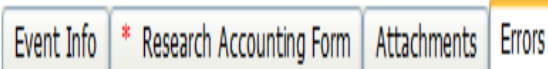
PI : Researcher Queens(Faculty of Health Sciences\Biomedical and Molecular Sciences)

Event Form: Research Accounting Form



The Errors tab keeps a log of any required questions that were left unanswered. If all required questions were answered, the Errors tab disappears.

Please note that incomplete applications will not submit. If the “Errors” tab is still visible then some of the required questions have been left unanswered and you will not be able to submit the application.



Research Accounting Form -> Research Accounting Form:1.2 Have you attached Signing Authority document based on the template from Attachments tab? is required.

Research Accounting Form -> Research Accounting Form:1.1 Have you attached Final budget document based on the template provided in Attachments tab? is required.

Submitting the Event Form

Event: PeopleSoft Project set-up **File No:** 6018953 - **Ref No :** 29254
PI : Queen's Researcher(Faculty of Health Sciences\Medicine)
Project Title : SSHRC application

Event Form: Research Accounting Form

Event Form Saved

Event Info | **Research Accounting Form** | Attachments | Logs

Research Accounting Form

Only the PI can submit this event.

i 1.1* Have you attached Final budget document based on the template provided in the Attachments tab?

YES
 N/A

i 1.2* Have you attached Signing Authority document based on the template from Attachments tab?

YES
 N/A

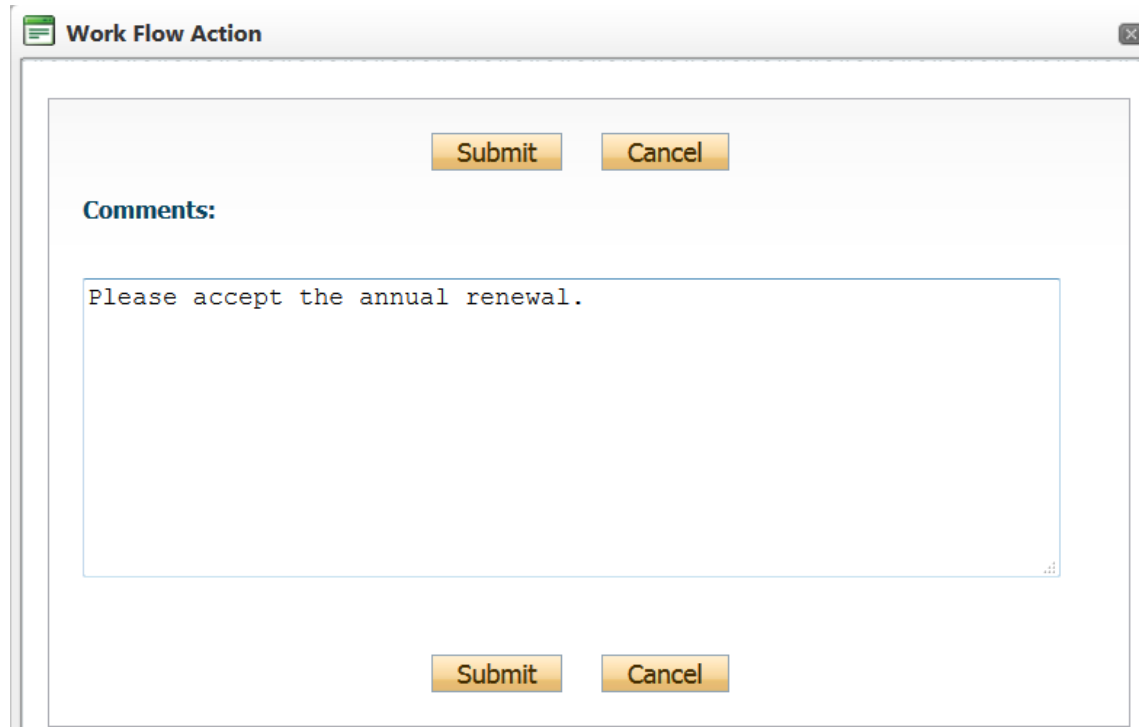
i 1.3* Is this a soft or firm end date?

Soft
 Firm

- Once all the required questions have been answered, click the 'Submit' button.
- **Reminder:** Only the PI is to submit the Research Accounting Form event.

Submitting the Event

- Once all the required questions have been answered, the event has been saved and the **Errors** tab is no longer visible, click the **Submit** button, enter a comment in the **Work Flow Action** text box (see below), and click **Submit**.
- The event is immediately forwarded to the appropriate ethics office.



Work Flow Action

Submit Cancel

Comments:

Please accept the annual renewal.

Submit Cancel

NEW: Tracking the Event Form

- **NEW:** Once the event form has been submitted, it will move down to **Events: Under Review**. You will be able to view the event but will no longer be able to edit it.
- **NEW:** Events in **Drafts** will have a unique **5-digit** number preceded by the 7-digit file number.
- **NEW:** Events **Under Review** or **Post Review**, the unique event number will change to a **6-digit** number preceded by the 7-digit file number.

Research Accounting Form	Please note: This form can be prepared by a project team member but can only be submitted by the Principal Investigator. To be completed upon request from Research Accounting once the application has been approved by University Research Services. Final Budget and/or Signing Authority Form documents need to be attached to this form. You may also need to complete this form if you have received additional years of funding.
Transfer of Funds	This form can be completed and submitted by either the Principal Investigator or Research Coordinator when a PI would like to transfer funds to an external co-applicant or co-investigator. Please submit one event form for each transfer.

File No: 6018953

Project Title: SSHRC application

When the event has just been submitted, its status will be **Submitted by Researcher**.

Events: Drafts					
	Event No	Event Category	Event Form	Comments	Latest Update
View Event Edit Delete	6018953 - Ref No : 29253	PeopleSoft Project set-up	Research Accounting Form		Researcher Queen's (traq_su) on 8/26/2016 10:33:3... [See more, inside under Logs section]
Events: Requiring Attention					
	Event No	Event Category	Event Submission Date	Event Status	Latest Update
No records to display.					
Events: Under Review					
	Event No	Event Category	Event Submission Date	Event Status	Latest Update
View Event	6018953 - 832427	Amendment (Amendment Form)	2016/08/29	Submitted by Researcher	Researcher Queen's (traq_su) on 8/29/2016 11:59:3... [See more, inside under Logs section]
View Event	6018953 - 832416	Amendment (Amendment Form)	2016/08/26	Submitted by Researcher	Researcher Queen's (traq_su) on 8/26/2016 10:02:4...

Tracking the Event Form

- Once the Event Form is under review the “Status” of the application will change from “Submitted by Researcher “ to “Pending”.

File No: 6011978

Project Title: Test Legacy DSS Application - CIHR Application

Saved Events

		Event Reference No.	Event Category	Event Form	Comments
Delete	Edit	12396	PeopleSoft Project set-up	Research Accounting Form	

Navigation: [Previous] [1] [Next] Page size: 5 1 items in 1 pages

Submitted Events

	Event Category	Event Submission Date	Event Status
	All		
View Event	PeopleSoft Project set-up (Research Accounting Form)	2014/02/27	Submitted by Researcher
View Event	PeopleSoft Project set-up (Research Accounting Form)	2014/02/25	Pending
View Event	New Approval Process (N/A)	2014/02/19	Active

Navigation: [Previous] [1] [Next] Page size: 5 3 items in 1 pages

NEW: Events: Requiring Attention*

- **NEW:** Once the Event Form has been reviewed, the event may be sent back to the research team for revisions.
- **NEW:** If the event is sent back for revisions, the Role link will be expanded and the font for the link **Events: Requiring Attention*** will be red with an asterisk.

Powered by **Process Pathways** | Product Info

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

BACK TO HOME

Role: Principal Investigator

[Applications: Drafts](#)

[Applications: Requiring Attention](#)

[Applications: Under Review](#)

[Applications: Post-Review](#)

[Applications: Withdrawn](#)

[Events: Drafts](#)

[Events: Requiring Attention*](#)

[Reminders](#)

Role: Project Team Member

NEW: Accessing the Event

- Click the **Event** button to the left of the file number.
- When the event is open, click **Edit** in order to make the requested change.

File No: 6018953

Project Title: SSHRC application

Events: Drafts					
Events: Requiring Attention					
	Event No	Event Category	Event Submission Date	Event Status	La
View Event Edit	6018953 - 832427	Amendment (Amendment Form)	2016/08/29	Pending	an PN
Events: Under Review					
Events: Post Review					
Reminders					

NEW: Event Re-Submit

- **NEW** – Re-submitting an event is the same process as re-submitting a file. Note: only the PI is to the re-submit Research Accounting Form event.
- Click the Re-Submit button and complete the Workflow comment text box.

Powered by **Process Pathways**

Event: Amendment **File No:** 6018953 - **832427**
PI : Queen's Researcher(Faculty of Health Sciences\Medicine)
Project Title : SSHRC application

[Save](#) [Close](#) [Print](#) [Export to Word](#) [Export to PDF](#) [Re-Submit](#)

Event Info	Amendment Form	Attachments	Logs	
<input checked="" type="radio"/> Event Workflow Log <input type="radio"/> Event Log				
Timestamp	Activity Log	Workflow State	Workflow Message	User
29/08/2016 14:03	Event Status has been changed from Submitted by Researcher to Pending Event Workflow State has been changed from ORS Review to Pending Info by ORS .	ORS Review -> Pending Info by ORS	Please attach document.	ambrosep_awards
29/08/2016 11:59	Event Work Flow State has been changed from Pre-Submission to ORS Review	Pre-Submission -> ORS Review	Please review. [Action: Submit]	Researcher Queen's (traq_su)

NEW - Logs Tab

- **NEW:** The Logs tab is a useful tool that allows researchers and research administrators to track the history of the event and communicate with one another.
- The Event Workflow Log option time stamps approvals and messages. The Event Workflow Log starts to populate after the event has been submitted. Refer to the Workflow Log to review all workflow history.

Powered by **Process Pathways**

Event: Amendment **File No:** 6018953 **Event Status:** Submitted by Researcher
PI: Queen's Researcher(Faculty of Health Sciences\Medicine)
Project Title : SSHRC application

View mode. Changes cannot be saved.

Timestamp	Activity Log	Workflow State	Workflow Message	User	Role/Group
29/08/2016 15:18	Event Work Flow State has been changed from Pending Info by ORS to ORS Review	Pending Info by ORS -> ORS Review	The document has been attached. [Action: Re-Submit]	Researcher Queen's (traq_su)	Principal Inve
29/08/2016 14:03	Event Status has been changed from Submitted by Researcher to Pending Event Work Flow State has been changed from ORS Review to Pending Info by ORS .	ORS Review -> Pending Info by ORS	Please attach document.	ambrosep_awards	Office of Res Research Eth
29/08/2016 11:59	Event Work Flow State has been changed from Pre-Submission to ORS Review	Pre-Submission -> ORS Review	Please review. [Action: Submit]	Researcher Queen's (traq_su)	Principal Inve

Need assistance?

Contact the TRAQ Helpdesk:

- [Webform](#): to submit an issue to the TRAQ Help Desk;
- Email: traq@queensu.ca or;
- Phone: (613) 533-6000, ext. 78426.

