

## TRAQ DSS FORM

### Quick Instructions – Discovery and RTI 2018

**Recommended browsers** for TRAQ: Firefox, Chrome, Edge, Internet Explorer. Internet Explorer 10, 11 users have 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, after each tab. Do not enter < or > symbols into any text field. Do not use your browser's back button.**

#### Getting Started:

Log into TRAQ at <http://www.queensu.ca/traq/signon.html> or find TRAQ under “My Applications” when you log into MyQueen’sU on the Queen’s homepage. Click on **Go to TRAQ Researcher Portal**

- Click **Apply New** (under the Queen’s logo)
- Under **Awards**, click **TRAQ DSS FORM**.
- Complete the different tabs of the **TRAQ DSS FORM**, as described below.

#### Project Info tab

- Enter the title of your Discovery or RTI application
- **Do not enter the start & end date**
- If your project has an international dimension note the name of the country in the **Keywords** textbox, type in any other keywords that describe your project
- If applicable, click **Search** under **Related Certifications** to link your certifications (human ethics/ biohazards) to your project – if certification is already active, or in progress (pending).
- Under **Related Certifications**, click **Add New** to make note of any required animal care certification or if you plan to submit human ethics or a biohazard application.

#### 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 add team members who should have access to this TRAQ DSS (e.g., a research coordinator or a **Queen’s co-PI**), scroll down, click **Add New** under **Other Project Team Members\***, click **Search Profiles**, search for team members, click **Select** once team member is identified

*\* **Do not add Project Team Members that are external to Queen’s, since they typically don’t need access to the TRAQ DSS. Names of external team members should just be typed into the **Comments** box (under PI information). If an external PI actually does need access to the DSS, then he should create a user account on TRAQ, and then you can add him/her by selecting him/her from the TRAQ list. Manually typing names into the “Other Project Team Member” section does not give them access, they will only receive many unnecessary and confusing emails.***

- If a research administrator or co-applicant prepares a DSS for someone else, they can use the “Change PI” button to transfer the DSS to the Faculty member by searching and selecting the PI. Once “Change PI” process is completed, research administrator should be added to Other Project Member list.

## Project Sponsor Info tab

1. Click **Add New** to add a sponsor (source of funding)
2. Click **Agency** and search, e.g., search for a part of the agency name using the “Contains” filter, click **Select**. To search for NSERC, make sure to use the “Abbreviation” search field.
3. Select the funding program from the **Program** drop down menu (e.g., DISCOVERY GRANTS – INDIVIDUAL or RESEARCH TOOLS AND INSTRUMENTS (EQUIPMENT)).
4. Use the calendar icon to enter the expected start date of the project: **April 1, 2019**. Enter projected **END date: March 31 2024**. Enter **Competition Date: November 1, 2018 for Discovery grants and October 25, 2018 for RTIs**.
5. Click **GENERATE**, this will create disbursement table. Enter the **total amount requested** over the whole grant period in Total Requested Cash field **ONLY in the first disbursement row**. Leave the in-kind and overhead fields empty. Click **SAVE** to save Sponsor Info tab information.

## TRAQ DSS tab

- Answer the questions on sub-tabs 1, 2 and 4. For question 2.1, select “Tri Council”. The answer for 4.3 is N/A.
- Sub-tab 3 is only required for [hospital-based projects](#) (click link for the definition).

## Attachments tab

- Click **Add Attachment** to attach the proposal (draft is fine) and budget/budget justification (draft is fine), or attach the pdf downloaded from the Research Portal that contains everything if that file is < 5MB. Select **Browse** to upload attachment, indicate **Version Date** and **Document Type** from dropdown menu.
- Click final **Add Attachment** to attach your document(s)

## Approvals tab

The approvals tab only needs to be completed for [hospital-based projects](#).

### Submitting the TRAQ DSS

- Click the **Submit** button at the top of the screen when ready (Important: the PI is the only team member who has access to the **Submit** button.)
- Enter comment (e.g. “Proposal due in 2 days. Please review.”) in Work Flow Action **Comments** text box (mandatory), click **Submit** button either at the top, or bottom, of the pop up window

Your TRAQ DSS will now go to your department head for approval, then to your faculty office, and finally to University Research Services, with additional approvals at the beginning for hospital based projects.

### 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](http://www.queensu.ca/traq))
- Please contact the TRAQ Help Desk for support and questions. The TRAQ Help Desk is available by webform (preferred): <https://www.queensu.ca/itrack/TRAQ/traq.php>, email ([traq@queensu.ca](mailto:traq@queensu.ca)), or phone: ext. 78426.