

FAQ – How to delete a DRAFT GREB Application Form in TRAQ

1. Visit <http://www.queensu.ca/traq/signon.html> if you use SSO (Single Sign On) or <https://queensu.researchservicesoffice.com/Romeo.Researcher.Admin/> if you use your full email address as Username.

Queen's University

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Researcher Portal Sign On

Contact support staff if you have trouble signing into the Researcher Portal.

LOG IN - Queen's Faculty & Staff

Faculty / Staff / Reviewers:

If you are a current Queen's Faculty or Staff member with a Queen's Net ID please log in to [MyQueensU/Solus](#) on the Queen's homepage www.queensu.ca to access the **TRAQ Researcher Portal**.

- Click **Search and Sign In** (top right corner)
- Click on [MyQueensU/Solus](#) under the heading **University Wide**
- Enter your Queen's net id and password when prompted
- Click **My Applications**
- Select **Go to the TRAQ Researcher Portal** from the box titled **TRAQ Researcher Portal**
- Your TRAQ Researcher Portal will open

LOG IN- Students and External Users

External Researchers / Reviewers (Community Members) / Queen's students:

If you are a Queen's Student (undergraduate and graduate),

2. Sign on with your Queen's Net ID (*or full email address) and password
3. Click the '**Applications: Drafts**' link under the applicable Project '**Role**' (i.e. Principal Investigator or Project Team Member)

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Role: Principal Investigator	
Applications: Drafts	(36)
Applications: Requiring Attention	(0)
Applications: Under Review	(0)
Applications: Post-Review	(2)
Applications: Withdrawn	(0)
Events: Drafts	(0)
Events: Requiring Attention	(0)
Reminders	(0)
Role: Project Team Member	
Applications: Drafts	(0)
Applications: Requiring Attention	(0)
Applications: Under Review	(0)
Applications: Post-Review	(0)
Applications: Withdrawn	(0)
Events: Drafts	(0)
Events: Requiring Attention	(0)
Reminders	(0)

4. Select '**Applications: Drafts**'.
5. Select '**Delete**' beside the DRAFT you would like to delete.

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APP

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	File No	Project Title	Principal Investigator	Application Type	Status Snapshot
	<input type="text"/>	<input type="text"/>	<input type="text"/>	All	<input type="text"/>
View Edit Clone Delete Latest Workflow	Ref No : 37552		Mrs. Jennifer Couture (VP Research/University Research Services)	NEW HSREB Standard Application Form (Certification)(Human Ethics)	Project Status: Pending Workflow Status: Pre-Submission Last Saved: 2019/01/12
View Edit Clone Delete Latest Workflow	Ref No : 37547		Mrs. Jennifer Couture (VP Research/University Research Services)	NEW HSREB Standard Application Form (Certification)(Human Ethics)	Project Status: Pending Workflow Status: Pre-Submission Last Saved: 2019/01/11
View Edit Clone Delete Latest Workflow	Ref No : 37470		Mrs. Jennifer Couture (VP Research/University Research Services)	GREB - Instructor Course-Based Research Assignment Application (Certification)(Human Ethics)	Project Status: Pending Workflow Status: Pre-Submission Last Saved: 2019/01/09
View Edit Clone Delete Latest Workflow	Ref No : 37449		Mrs. Jennifer Couture (VP Research/University Research Services)	NEW HSREB Standard Application Form (Certification)(Human Ethics)	Project Status: Pending Workflow Status: Pre-Submission Last Saved: 2019/01/09

If you have problems/questions as you complete your renewal event form, please contact chair.greb@queensu.ca or call 613-533-6000 x 78281.

If you are having problems accessing the application in TRAQ, please contact the TRAQ Help Desk at traq@queensu.ca or call 613-533-6000 x 78426 or submit a [Helpdesk Web Form](#).