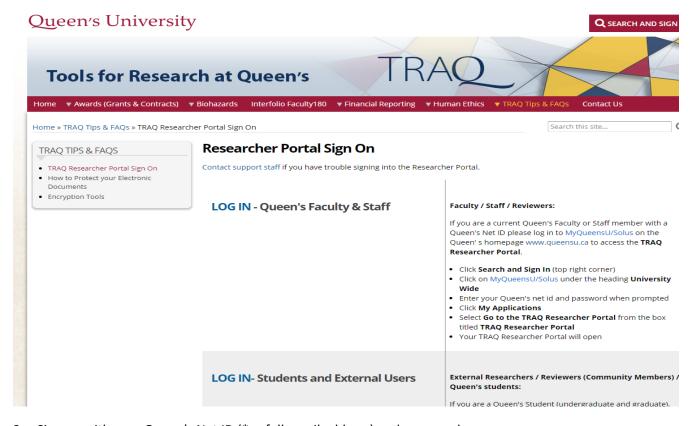**FAQ – How to delete a DRAFT GREB Application Form in TRAQ**
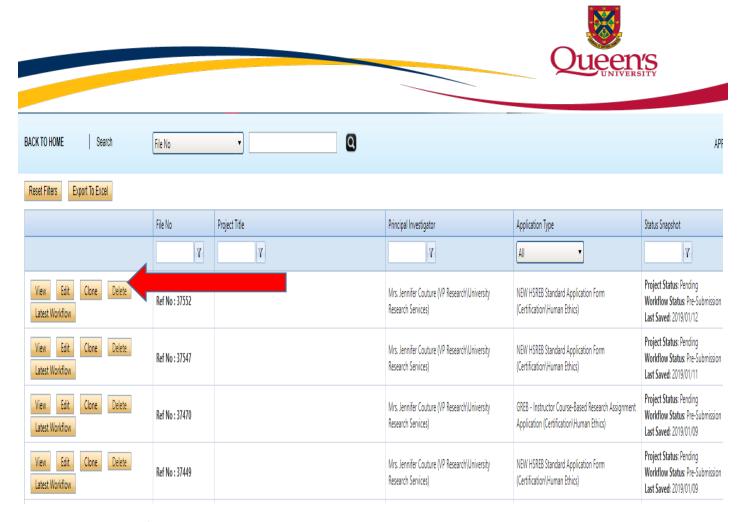
1. Visit http://www.queensu.ca/traq/signon.html if you use SSO (Single Sign On) or https://queensu.researchservicesoffice.com/Romeo.Researcher.Admin/ if you use your full email address as Username.

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)

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Applications: Withdrawn	(0)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Applications: Withdrawn	(0)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.

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.