FAQ – How to submit a GREB Adverse Event Form

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 'EVENTS' link next to the file no. **TRAQ FILE NUMBER.**
4. Select the form titled ***General Research Ethics Board Adverse Event Form***by clicking on its hyperlink under
    "Event Forms" section.
5. Complete all fields.
6. Download, fill out, and attach the multi-event reporting form, *if applicable*:
    https://www.queensu.ca/urs/ethics/health-sciences-and-affiliated-teaching-hospitals-research-ethics-board-
    hsreb Under 'Resources', select Multi-Event External Unexpected SAE Reporting Form.
7. Save.
8. Submit.

If you have problems/questions as you complete your renewal event form, please contact chair.greb@queensu.ca or call
613-533-6000 x x78281.

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.