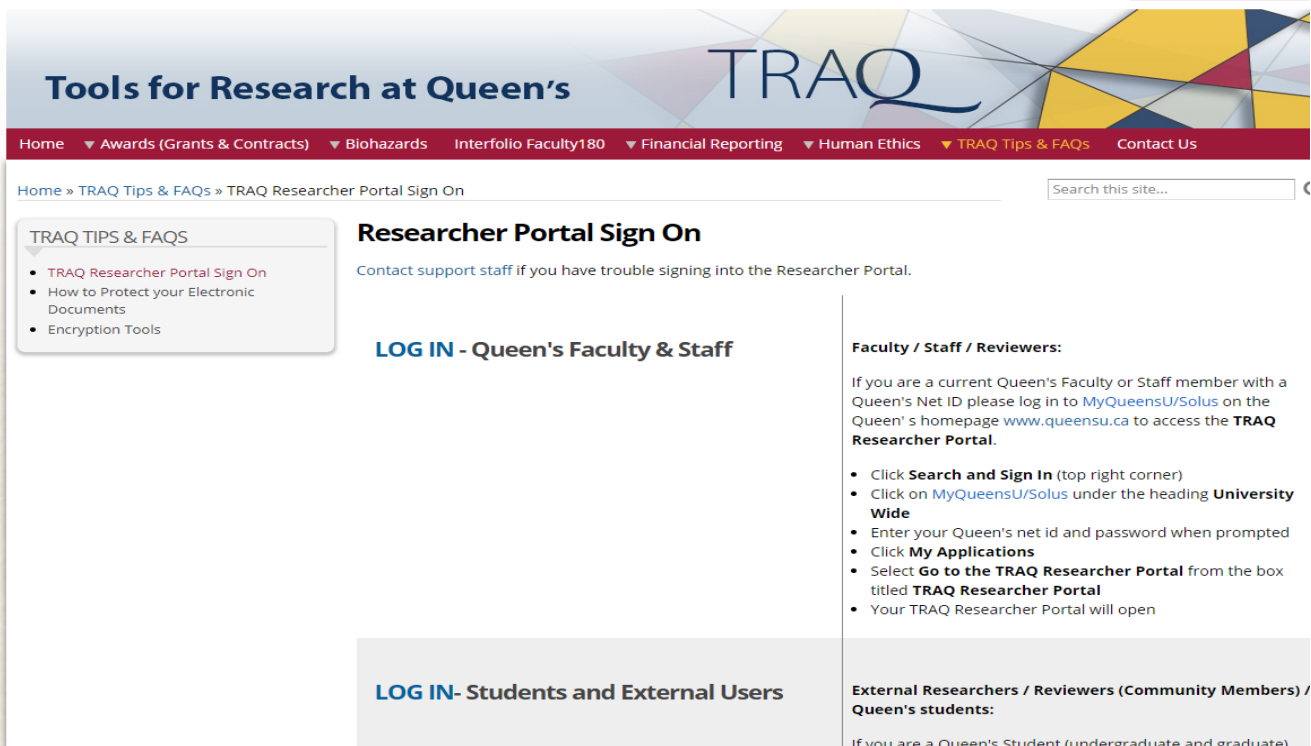


FAQ – How to delete a DRAFT HSREB Application Form in TRAQ

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

SEARCH AND SIGN



The screenshot shows the TRAQ Researcher Portal Sign On page. At the top, there is a navigation bar with links for Home, Awards (Grants & Contracts), Biohazards, Interfolio Faculty180, Financial Reporting, Human Ethics, TRAQ Tips & FAQs, and Contact Us. Below the navigation bar, there is a search bar and a breadcrumb trail: Home » TRAQ Tips & FAQs » TRAQ Researcher Portal Sign On. The main content area is titled "Researcher Portal Sign On" and includes a sub-heading "Contact support staff if you have trouble signing into the Researcher Portal." There are two main sections: "LOG IN - Queen's Faculty & Staff" and "LOG IN- Students and External Users". The "Faculty / Staff / Reviewers:" section provides instructions for current Queen's Faculty or Staff members to log in to MyQueensU/Solus on the Queen's homepage. The "External Researchers / Reviewers (Community Members) / Queen's students:" section provides instructions for external users and students to log in.

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)

Tools for TRAQ Research at Queen's

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Search

File No



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Applications: Withdrawn	(0)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Applications: Withdrawn	(0)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

BACK TO HOME

Search

File No



APP

Reset Filters

Export To Excel

	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 hsreb@queensu.ca or call 613-533-6000 x 77000.

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](#).