

## FAQ – How to submit a HSREB Study Amendment 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 **HSREB Study Amendment Form** by clicking on its hyperlink under "New Event Forms" section.
5. Complete all fields.
6. Attach all documents applicable to the amendment request.
7. Save.
8. Submit.

If you have problems/questions as you complete your renewal event form, please contact [hsreb@queensu.ca](mailto: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](mailto:traq@queensu.ca) or call 613-533-6000 x 78426 or submit a [Helpdesk Web Form](#).