

FAQ – How to submit a HSREB Annual Renewal 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 'My Reminders' (if due within 30 day) or 'Applications (Submitted-Post Review)'.- 4. Click the 'EVENTS' link next to the file no **TRAQ FILE NUMBER**.
- 5. Select the form titled **HSREB Annual Renewal Form** by clicking on its hyperlink under "New Event Forms" section.
- 6. Complete all fields.
- 7. Save.
- 8. Submit.

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](#).