

## FAQ – How to submit a HSREB Serious Adverse Event Form (Local)

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 **Health Sciences Research Ethics Board Serious Adverse Event Report (Local)** 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 [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](#).