

FAQ – How to submit a HSREB Protocol Deviation 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 **Health Sciences Research Ethics Board Protocol Deviation Form** by clicking on its hyperlink under "Event Forms" section.
5. Complete all fields.
6. Save.
7. 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](#).