

## TRAQ DSS FORM INSTRUCTIONS

### SSHRC Connection Grant

- Log into **MyQueensU/SOLUS** portal ([www.queensu.ca](http://www.queensu.ca)), click on **My Applications**, click on **Go to the TRAQ Researcher Portal**.
- Click **Apply New**.
- Under **Awards**, click **TRAQ DSS FORM**.
- Complete the different tabs of the **TRAQ DSS FORM**, as described below.

#### Project Info tab

- Give your project a title.
- **Do not enter the start & end date.**
- If your project has an international dimension note the name of the country in the **Keywords** textbox.
- If ethics certification is already active, or in progress, click **Search** under **Related Certifications** to link your certifications to your project.

#### Project Team Info tab

- For researchers with cross-appointments: using the **Affiliation** drop down menu select the department/research centre where the project will be taking place (IMPORTANT – for researchers from departments with Unit REB: the affiliation on the TRAQ DSS FORM should never be the “Unit”).
- To transfer the role of PI (when form is not being completed by PI), click **Change PI**, search for PI, click **Select** once PI is identified.
- To add team members, scroll down, click **Add New** under **Other Project Team Members\***, click **Search Profiles**, search for team members, click **Select** once team member is identified.  
*\* Project Team Members that are external to Queen's may be added in the Comments box (under PI information). However, any team members who should have access to the TRAQ DSS Form through the Researcher Portal should be added to the Investigator Database and added to the file under Other Project Team Members. To add an external user to the Investigator Database, please email the TRAQ Help Desk ([traq@queensu.ca](mailto:traq@queensu.ca)).*

#### Project Sponsor Info tab

- Click **Add New** to add sponsor.
- Click **Agency** and search for **SSHRC**, click **Select**.
- Select **Connection Grant** from **Program** drop down menu.
- Use calendar icon to enter **Competition Date: 1 Feb/1 May/1 Aug/1 Nov**
- In the **Comments** box list cash and/or in-kind contributions from sponsoring organizations.
- Click **Add New** to add funding disbursement: enter anticipated **Start Date (1 Apr/1 Jul/1 Oct/1 Jan)** and total amount requested cash (from SSHRC).

## TRAQ DSS FORM tab

- Answer the questions on sub-tab 1, 2 and 4. (Do not complete sub-tab 3, this sub-tab only needs to be completed for hospital-based projects.)

## Attachments tab

- Attach a PDF of your Connection Grant application (use the Preview function in the SSHRC web forms to create a PDF). This does not need to be the final version. It can be a draft.

## Approvals tab

- Skip this tab – Approvals tab only needs to be completed for hospital-based projects.
- Click the **Submit** button at the top of the screen when ready (Important: PI is the only team member who has access to the **Submit** button.)
- You may enter comments in the **Comments** text box, click **Submit** button either at the top, or bottom, of the pop up window

## TRAQ Tips!

- ☐ **TRAQ** is compatible with the following browsers: Mozilla Firefox, Internet Explorer 9.0+, and Google Chrome. Internet Explorer 10, 11 users should remember to turn on Compatibility View.
- ☐ **TRAQ** does not have an automatic save feature. Please click the **Save** button before moving on to the next tab.

## Need Help?

- For more details regarding the TRAQ DSS Form, please consult the [TRAQ DSS Form – Researcher User Manual](#). Additional resources are available on the TRAQ website ([www.queensu.ca/traq](http://www.queensu.ca/traq))
- Please contact the TRAQ Help Desk for support, or training requests. The TRAQ Help Desk is available by email ([traq@queensu.ca](mailto:traq@queensu.ca)), or phone: ext. 78426
- For questions regarding the **SSHRC Connection Grant program**, please contact your URS contact: *Diane Davies*, ext. 79422, [diane.davies@queensu.ca](mailto:diane.davies@queensu.ca).