

TRAQ DSS FORM

Instructions for Researchers applying for Queen's Research Opportunities Fund

Getting Started...

- Log into **MyQueensU/SOLUS** portal through SEARCH AND SIGN IN on (www.queensu.ca). Click on MyQueensU/Solus under heading UNIVERSITY WIDE. Enter your Queen's Net ID and password when prompted. **Click on My Applications**, select **Go to the TRAQ Researcher Portal** from the box titled **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
- Click **Search** under **Related Certifications** to link your certifications (human ethics/biohazards) to your project – if certification is already active, or in progress
- Under **Related Certifications**, click **Add New** to make note of any required animal care certification or to indicate that you plan to submit Certification, Click **Add New**, select **Certification Category**, enter **Notes** and **Save**.

Project Team Info tab

- For researchers with cross-appointments: using the **Affiliation** drop down menu select the department/research centre where project will be taking place.
- To transfer the role of PI, click **Change PI**, search for the PI, and 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 Sponsor Info tab

- Click **Add New** to add sponsor
- Click **Agency** and search for **Queen's University**. Once located, click **Select**.
- Select one of **Queen's Research Opportunities Funds program** that applies to your application from Program drop down menu.
- Use calendar icon to enter **Competition Date: February 10, 2020 (Catalyst Fund)**
- Use calendar icon to enter anticipated **Start Date: May 1, 2020 (Catalyst Fund)**
- Use calendar icon to enter anticipated **End Date**
- Click **GENERATE**, this will create disbursement table. **Please populate Total Requested Cash ONLY in the first disbursement row.**

TRAQ DSS FORM tab

- Answer the questions on sub-tab 1, 2 and 4. (Only complete Sub-tab 3 for hospital-based projects and when your answer to question 1.6 is YES.)
 - Tab 2. **Overhead, question 2.1**: make sure to select option: Tri Council (SSHRC, NSERC, CIHR, NCE, Canada Research Chairs), CFI **or Internal Grants**

Attachments tab

- **Important**: Save all of your documents (Application Form, Research Proposal, Impact of Funding, External Funding, Budget, CV, etc) in one pdf file and attach the file to your TRAQ DSS Form.
- Click **Add Attachment** to attach your document(s).

Approvals tab

- Approvals tab only needs to be completed for hospital-based projects.

Submitting

- Click **Submit** button at the top of the screen when the Errors tab is not visible and the application is complete (Important: PI is the only team member who has access to the **Submit** button.)
- Enter comment (e.g. "Please review." "For your consideration") in **Comments** text box, click **Submit** button either at the top, or bottom, of the pop up window

Need Help?

- For questions regarding the Queen's Research Opportunities Funds please contact Marianne Ferris from the Office of the Vice-Principal (Research) at: ferrism@queensu.ca
- For more details regarding the TRAQ DSS Form, please consult the [TRAQ DSS Form Researchers-User Manual](#) available on the TRAQ website <http://www.queensu.ca/traq/>
- Please contact the TRAQ Help Desk for technical support. The TRAQ Help Desk is available by [Help Desk Form](#), email: traq@queensu.ca or phone: ext. 78426