

TRAQ DSS FORM

Instructions for Researchers applying for 2018 Health Sciences Internal Grant Competition

IMPORTANT INFORMATION REGARDING DEADLINES:

The TRAQ DSS FORM, with the uploaded complete application and related information must be completed and submitted at least five (5) business days prior to the submission deadline.

Researchers conducting research within the hospitals (KGH, HDH, PC), OR utilizing hospital resources, must complete and submit the TRAQ DSS FORM at least 15 business days prior to the submission deadline to ensure all hospital approvals are in place. It is important for researchers to consult early with the various hospital departments (Hospital Operational Directors) to develop their budgets and to discuss any issues involving impact on patient flow, budgeting for hospital services and cost recovery, preparing a human ethics review submission, etc.

GETTING STARTED:

- Go to TRAQ Researcher Portal Sign On - <http://www.queensu.ca/traq/signon.html>
 - Click **LOG IN** and provide your NETID and Password
- Click **Apply New**
- Under Awards, click **TRAQ DSS FORM**
- Complete the different tabs of the TRAQ DSS FORM, as described below

PROJECT INFO TAB:

- Enter the project title, the same as in your application form
 - Do not enter the start and end date
- As applicable:
- Under Related Certifications, click **Search** for a list of your pending/active Human Ethics or Biohazard certifications, then click **Select** next to the certification you need to link to TRAQ DSS FORM.
 - If you do not have active or pending certifications yet, click **Add New** under Related Certifications to indicate your intent to apply for Human Ethics/Biohazard Certification, if applicable.
 - Researchers apply to Animal Care Certification through TOPAZ so are unable to link to the TRAQ DSS FORM; however, you need to make note of any required Animal Care Certifications by clicking **Add New** under **Related Certifications**, select **Animal Care** from Certification Category dropdown menu and note the status and TOPAZ file number in the **Notes** textbox.

PROJECT TEAM INFO TAB

- Using the Affiliation drop down menu select the department/research centre where the project will be taking place (for researchers with cross-appointments).
- 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 or not in TRAQ database yet, may be added in the Comments box (under PI information) if they do not require TRAQ access. To grant access to the TRAQ DSS FORM for an external team member, please request that they first [register for TRAQ access](#). Afterwards, they will appear in Search Profiles.

PROJECT SPONSOR INFO TAB

- Click **Add New** to add sponsor
- Click **Agency** and search for either Queen’s University or Kingston General Health Research Institute depending on the fund you are applying for and which agency will administer the fund

Queen’s University	Kingston General Health Research Institute
<ul style="list-style-type: none"> • HEALTH SCI - BOTTERELL/HOWE/VIOLET E POWELL (Neurological Sciences and Encephalitis) • HEALTH SCI - GARFIELD KELLY (Cardiovascular Research) • HEALTH SCI – SPEAR ENDOWMENT/START MEMORIAL (Pulmonary and Respiratory Research) 	<ul style="list-style-type: none"> • CLARE NELSON BEQUEST (Cancer) • WOMEN’S GIVING CIRCLE (Critical Care-including Palliative and End of Life research) • PROSTATE CANCER FIGHT FOUNDATION/MOTORCYCLE RIDE FOR DAD (Prostate Cancer)

- Select the **Program** (fund) you are applying for, as above
- Do not enter Project Sponsor start & end date. (These will be completed for successful applicants)
- Use the calendar icon to enter the Competition Date (due date): PCFF/RFD due January 19, 2018; All others due March 16, 2018
- Click Add New to add funding disbursement: enter anticipated Start Date (July 1, 2018) and total amount requested. **IMPORTANT:**
 - click the **Save** button on the Disbursement screen to save disbursement info.
 - click **Save** on the Project Sponsor Info tab at the top of the screen, above Funding Details.

TRAQ DSS FORM TAB

- Answer the questions on sub-tab 1, 2 and 4. **NOTE:** applicants for conducting research at hospital facilities, utilizing hospital resources, or applying for KGHRI-administered funds:
 - must answer **YES at 1.6** and **complete sub-tab 3 (Hospital Research)**; and
 - must complete the “Hospital Departmental Impact & Information form” and attach it to the TRAQ DSS FORM
- Tab 2. Overhead, question 2.1: select the option for: **Tri Council (SSHRC, NSERC, CIHR, NCE, Canada Research Chairs), CFI or Internal Grants**
- Tab 4 – Answer **Checklist tab** questions to make sure that all required documents and application steps are completed.

ATTACHMENTS TAB

- When your application is completed, create one pdf file that includes all your documents (Application Form, only relevant, requested attachments and the abbreviated cv(s) of principal investigator(s)).
- Click **Add Attachment** to upload and attach your document(s) to the TRAQ DSS FORM

APPROVALS TAB

- The Approvals tab only needs to be completed for hospital-based projects. Ensure you have identified all relevant Hospital Operational Directors (HODs) under the “Approvals Tab” in your TRAQ DSS FORM.

SUBMITTING

Important: The PI is the only team member who has access to the Submit button. Please adhere to instructions under “IMPORTANT INFORMATION REGARDING DEADLINES” to ensure your project is internally approved without any outstanding issues prior to the submission deadline.

- Click **Submit** button at the top of the screen when the Errors tab is not visible and the application is complete
- **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 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/>

- Access supportive documents (hospital-based research FAQs, Hospital Departmental Impact & Information Form, Hospital Operational Directors contact list, etc.) on the TRAQ Awards Supportive Documents website: <http://www.queensu.ca/traq/awards-grants-contracts/supportive-documents>
- Contact the TRAQ Help Desk for support. The TRAQ Help Desk is available by either completing the [Help Desk Form](#), sending an email to traq@queensu.ca or by phoning 613-533-6000 ext. 78426
- For questions/assistance with hospital-related research and approvals process, contact Lisa McAvoy: mcavoye1@KGH.KARI.NET | 613-549-6666 ext. 3344