TRAQ Tips

Researchers - User Manual
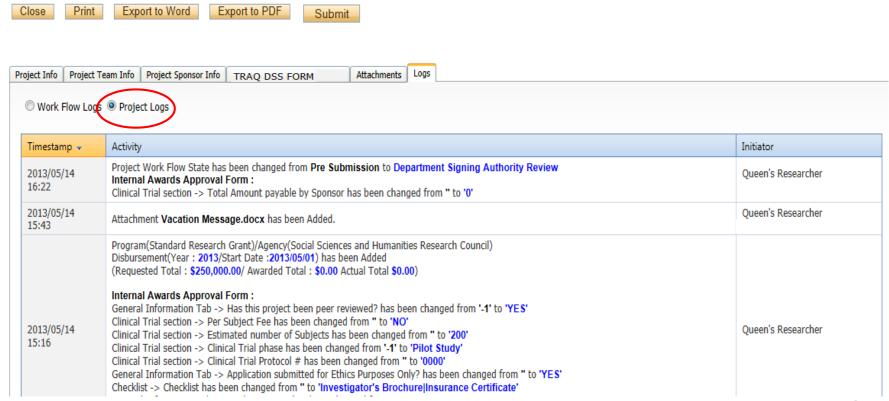
💡 Important TRAQ Tips

- TRAQ does not have an *automatic save* feature. Click the "Save" button after completing each tab. You will know that you have saved your changes when you see the "Application Saved" message in green font at the top-left of the window.

Application Ref No: 7517   **Application Form:** TRAQ DSS FORM

| Save | Close | Print | Export to Word | Export to PDF | Submit |

Application Saved

| Project Info | Project Team Info | Project Sponsor Info | * TRAQ DSS FORM | Attachments | Approvals | Logs | Errors |

Title *:   Test Grant Application

- Though TRAQ does not have an *automatic save* feature, it does have a *time out* feature! If you need to step away from your computer, you should always click "Save" and "Close" as a precautionary measure. Failing to do so may result in information being lost and the application being "locked".
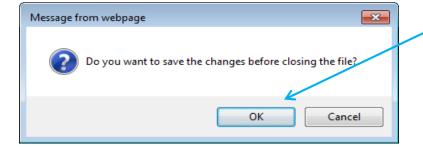
Logs Tab – Project Logs

- The Project Logs tracks and time stamps every action taken on the application. Researchers are encouraged to check the Project Logs regularly as it is a good way to ensure that your most recent changes have been saved – text in blue font represents the most recent updates.

| Close | Print | Export to Word | Export to PDF | Submit |

| Project Info | Project Team Info | Project Sponsor Info | TRAQ DSS FORM | Attachments | Logs |

○ Work Flow Logs ● Project Logs

Timestamp ▼	Activity	Initiator
2013/05/14 16:22	Project Work Flow State has been changed from **Pre Submission** to Department Signing Authority Review **Internal Awards Approval Form :** Clinical Trial section -> Total Amount payable by Sponsor has been changed from '' to '0'	Queen's Researcher
2013/05/14 15:43	Attachment **Vacation Message.docx** has been Added.	Queen's Researcher
2013/05/14 15:16	Program(Standard Research Grant)/Agency(Social Sciences and Humanities Research Council) Disbursement(Year : 2013/Start Date :2013/05/01) has been Added (Requested Total : $250,000.00/ Awarded Total : $0.00 Actual Total $0.00) **Internal Awards Approval Form :** General Information Tab -> Has this project been peer reviewed? has been changed from '-1' to 'YES' Clinical Trial section -> Per Subject Fee has been changed from '' to 'NO' Clinical Trial section -> Estimated number of Subjects has been changed from '' to '200' Clinical Trial section -> Clinical Trial phase has been changed from '-1' to 'Pilot Study' Clinical Trial section -> Clinical Trial Protocol # has been changed from '' to '0000' General Information Tab -> Application submitted for Ethics Purposes Only? has been changed from '' to 'YES' Checklist -> Checklist has been changed from '' to 'Investigator's Brochure|Insurance Certificate'	Queen's Researcher

Save and Close

- You will know that you are closing the file properly (i.e. using the "Close" button) when the following dialog box pops up on your screen:
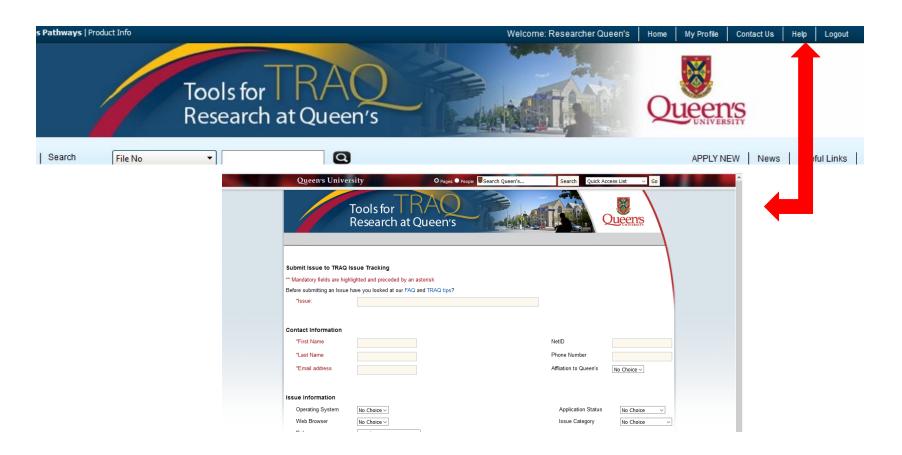
Click "OK" to save your changes and close the file

> Message from webpage
>
> ? Do you want to save the changes before closing the file?
>
> OK   Cancel

- Important: Do not close that application by clicking the X at the top of your browser, doing so will result in the application being "locked" preventing other team members from accessing it

TRAQ Tip! Though TRAQ has no *automatic save* feature, it does have a *time out* feature! If you need to step away from your computer, you should always click "Save" and "Close" as a precautionary measure. Failing to do so could result in information being lost and the application being "locked". The user responsible for "locking" the application is able to "unlock" it by accessing it again and exiting properly. All other team members, who find themselves "locked out" of the application, can either contact the user who "locked" it or the TRAQ team for support using the online help form (https://www.queensu.ca/itrack/TRAQ/traq.php); or by email: traq@queensu.ca); by phone (ext. 78426);

Help Link is Connected to TRAQ Help Desk Online Form

Need assistance?

Contact the TRAQ Help Desk

Submitting an online form

Email: traq@queensu.ca

(613) 533-6000, ext. 78426