# TRAQ - Biohazard Permit Module

## Reviewing Biohazard Permit Application & Event Forms

Department Heads' User Manual

November 2017

# Accessing the Researcher's Portal

- As Department Head, you are required to attest that you have reviewed the final version of any biohazard permit application that was approved by the Queen's Biohazard Committee, that you are familiar with the work described and approve that this work will take place in your department.

- Review assignments are accessed through the Researcher's Portal. Please note that the Researcher's Portal is accessible on tablets (i.e. iPads, PlayBooks, etc.)

- You will receive an email notification whenever you have been assigned to review a biohazard application or an event form (i.e. amendment form). The link to the Researcher's Portal is included in the email.

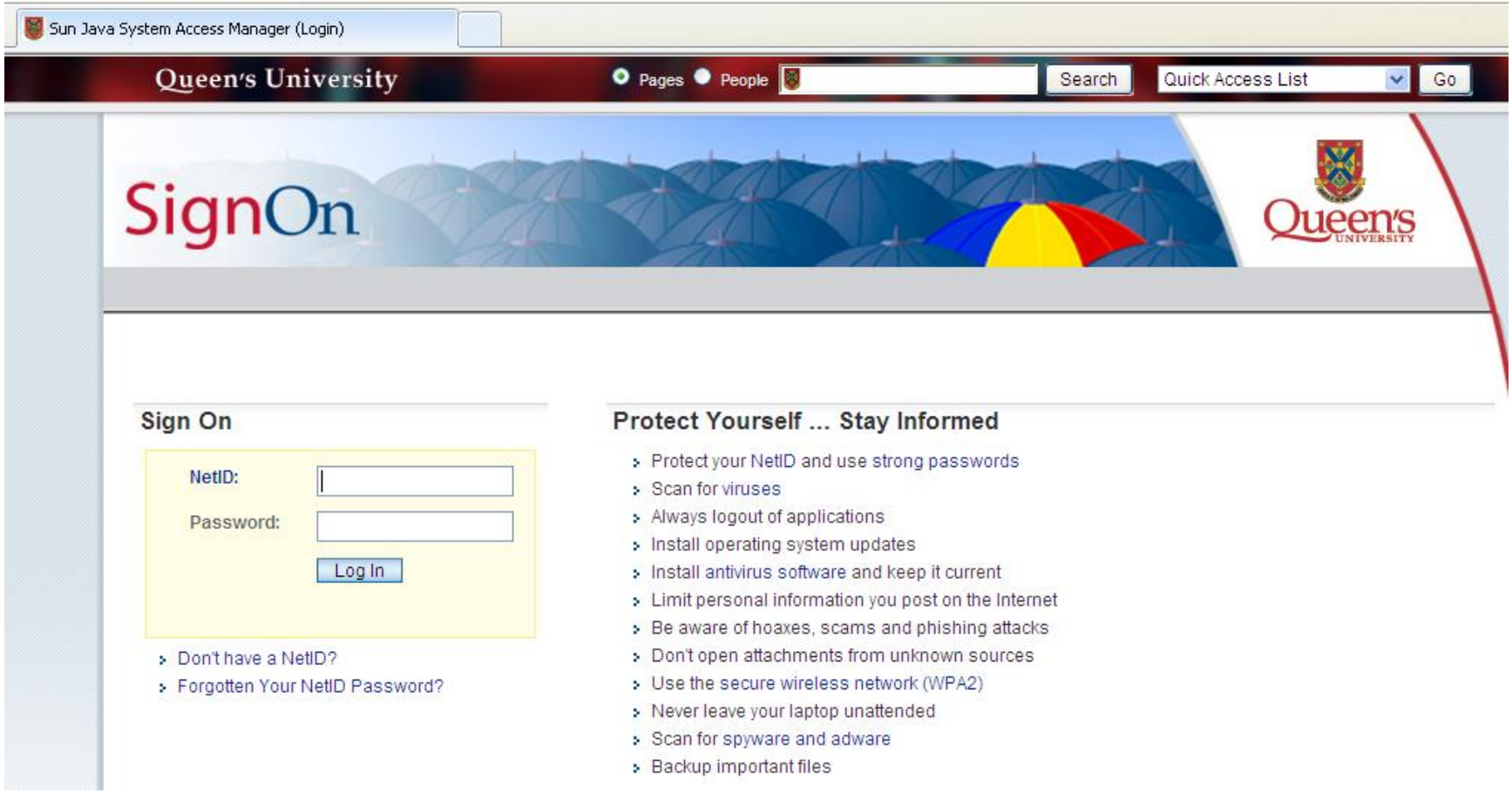
- Department Heads with a Queen's email address (Queen's faculty & staff) should use their regular Queen's NetID and strong password* to log into the Researcher's the portal through the Single SignOn.

- External users (i.e. from KGH, Providence Care, Hotel Dieu, etc.) will log into the Researcher's Portal through the Post-Registration Login Site using their full email address, as their username, and the password that was created during registration.

**Information regarding managing your Queen's NetID and the strong password is available on the ITS website.*

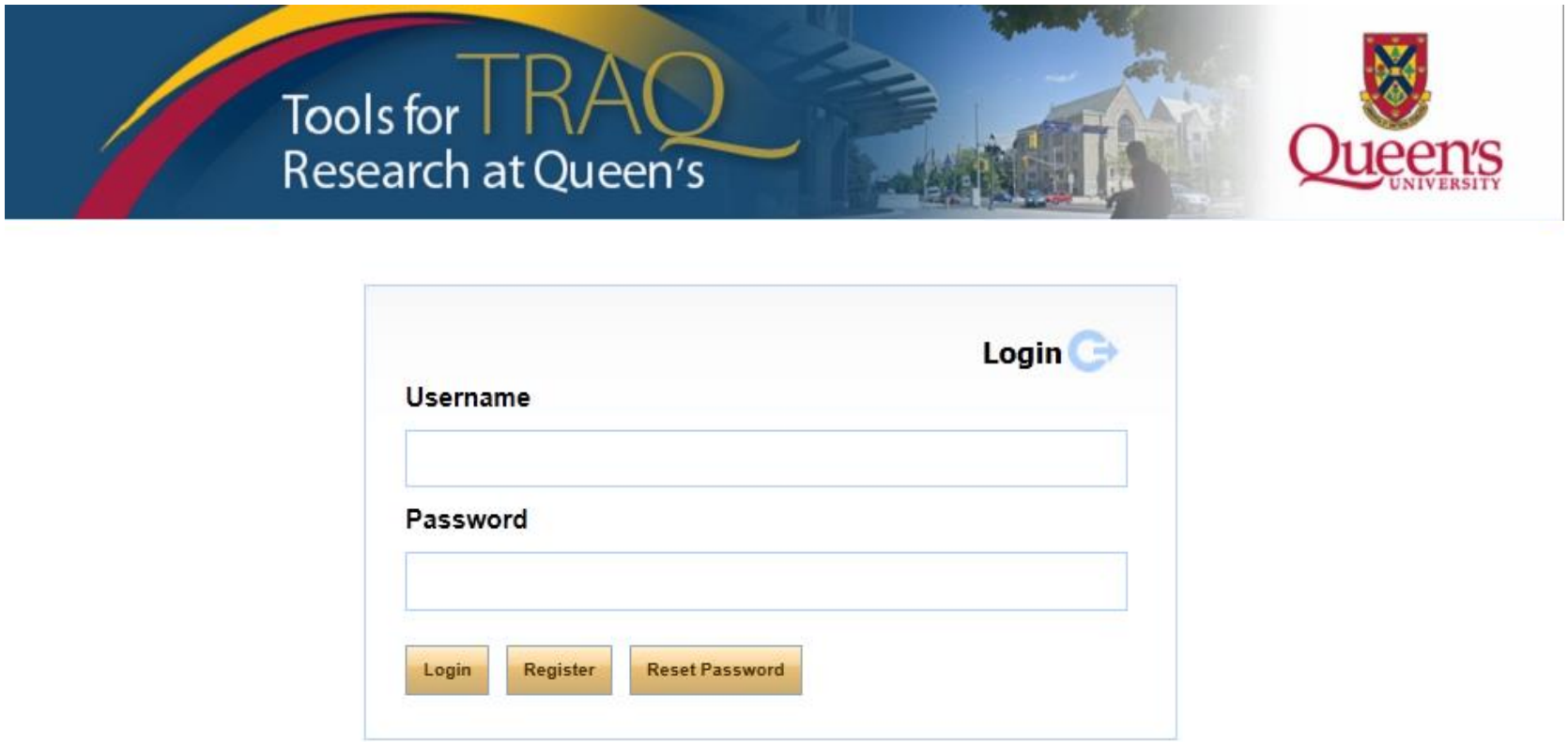
# Single SignOn for Queen's Faculty & Staff

- Enter your Queen's NetID and strong password to access the Researcher's Portal



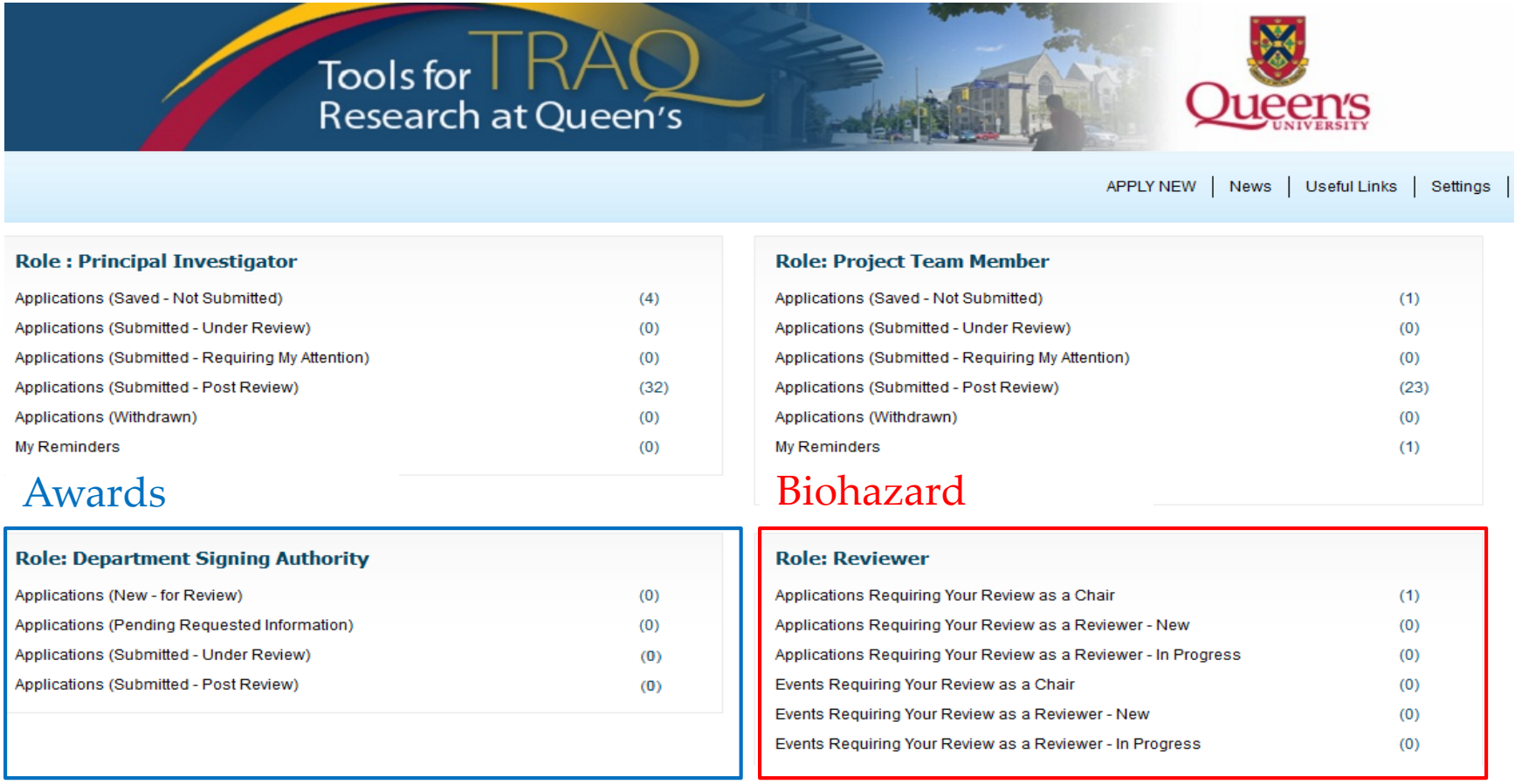
# Login Site for Queen's Students & External Users

- Enter your full email address and the password you created during registration to access the Researcher's Portal



# Researcher's Portal

- As a Department Head, your dashboard has four roles: Principal Investigator, Project Team Member, Department Signing Authority – where, in the future, you will approve Awards applications – and Reviewer. Any Biohazard Permit application requiring your attestation will be available under **Role: Reviewer**.



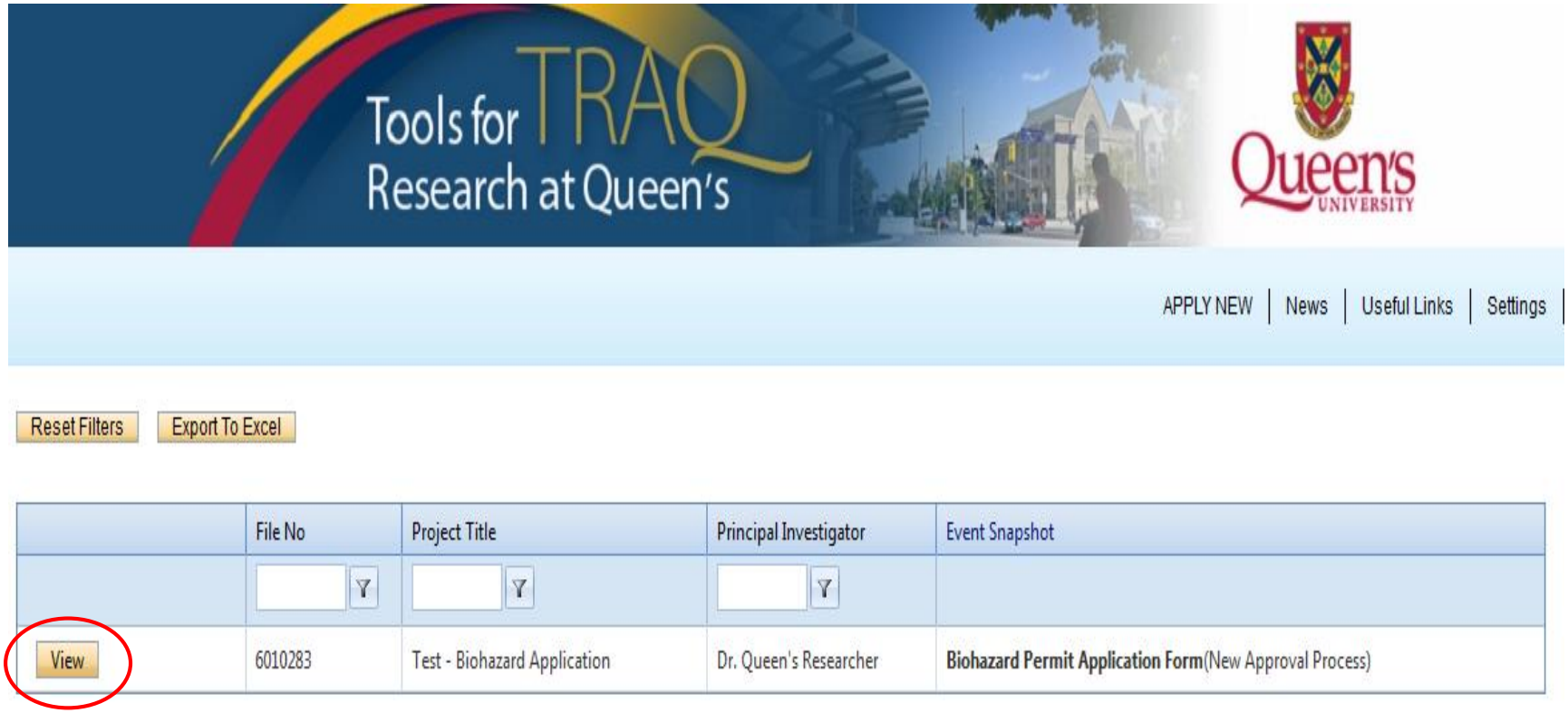
# Accessing Biohazard Permit Applications

Biohazard Permit applications requiring your attestation will be available through this link

Event forms requiring your attestation will be accessible through this link

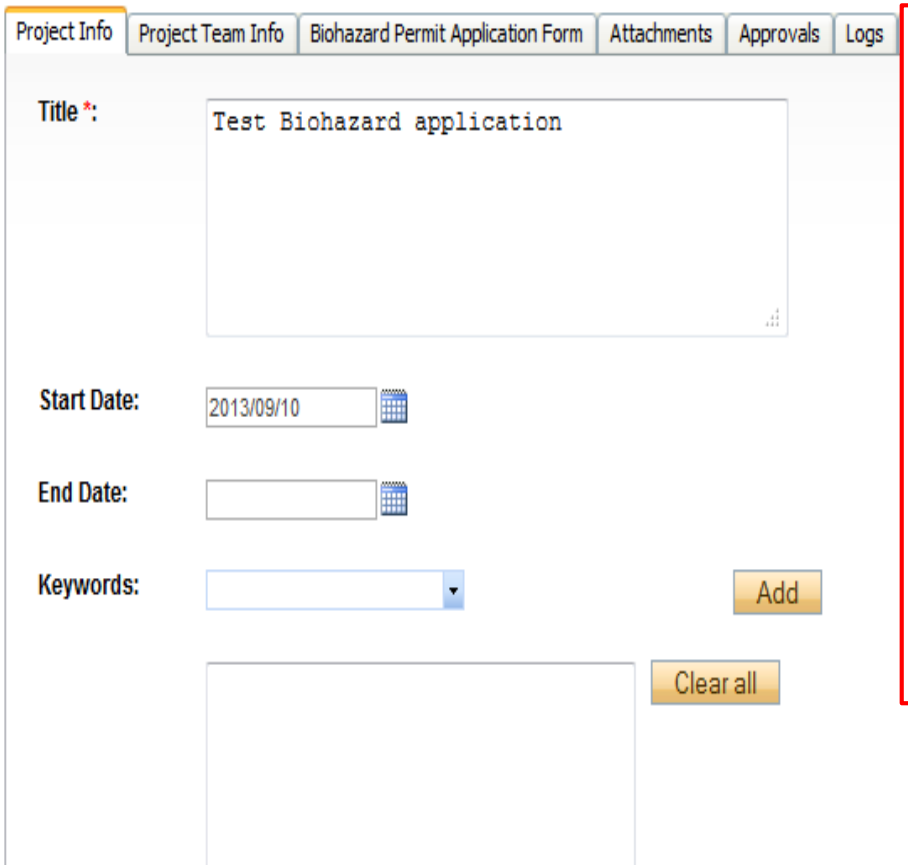
# Reviewing Applications

- Once you click on one of the quick links you'll see a list of the application(s) awaiting your attestation. To review an application, click "View".



# Reviewing Applications

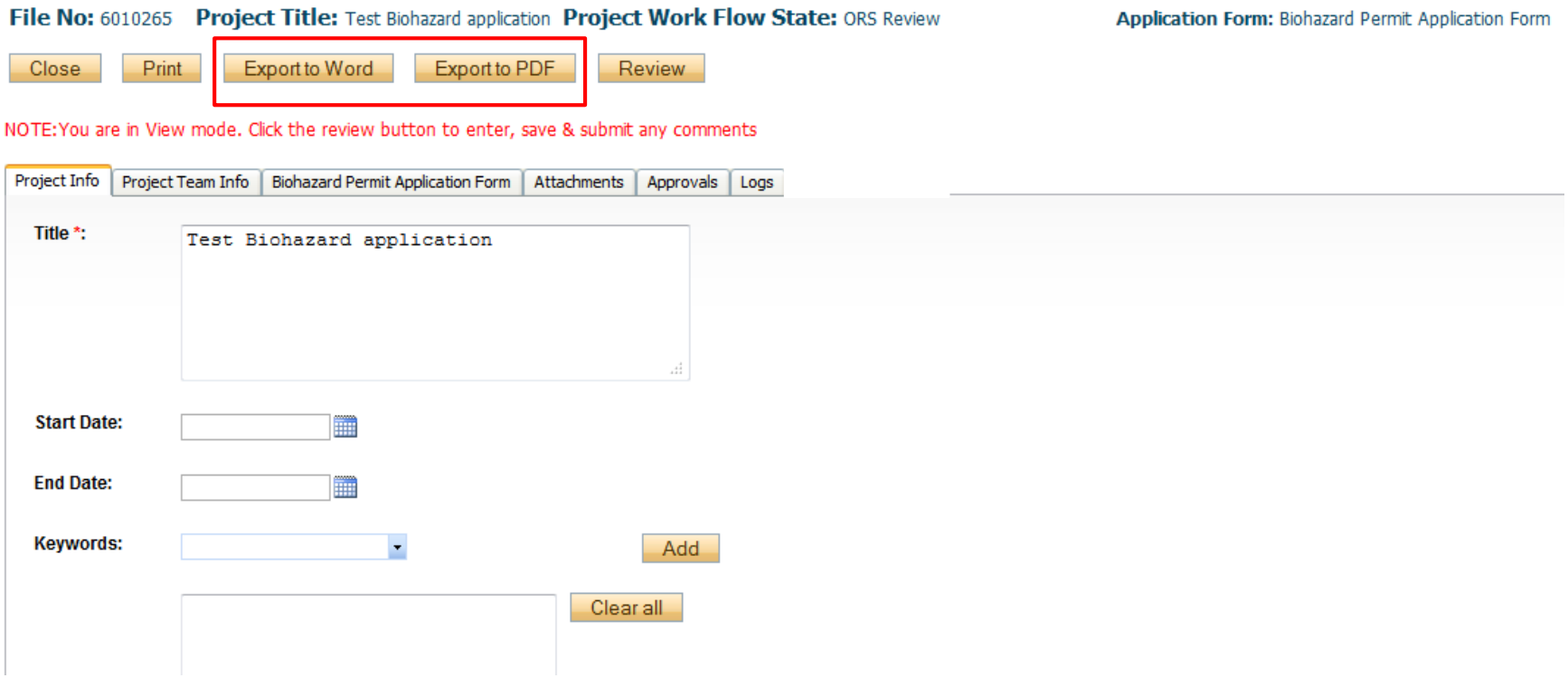
- You can review the application by going through the different tabs (and sub-tabs of the application form).




- **Project Info** and **Project Team Info** tabs contain the basic information of the project (i.e. title of the study, names & roles of all team members);
- **Biohazard Permit Application Form** tab contains all the content related to the study and the biohazard application;
- **Attachments** tab allows you to view any documents attached to the application – this is where you would access the Department Head Attestation Letter;
- **Logs** tab allows you to review the history of the application.

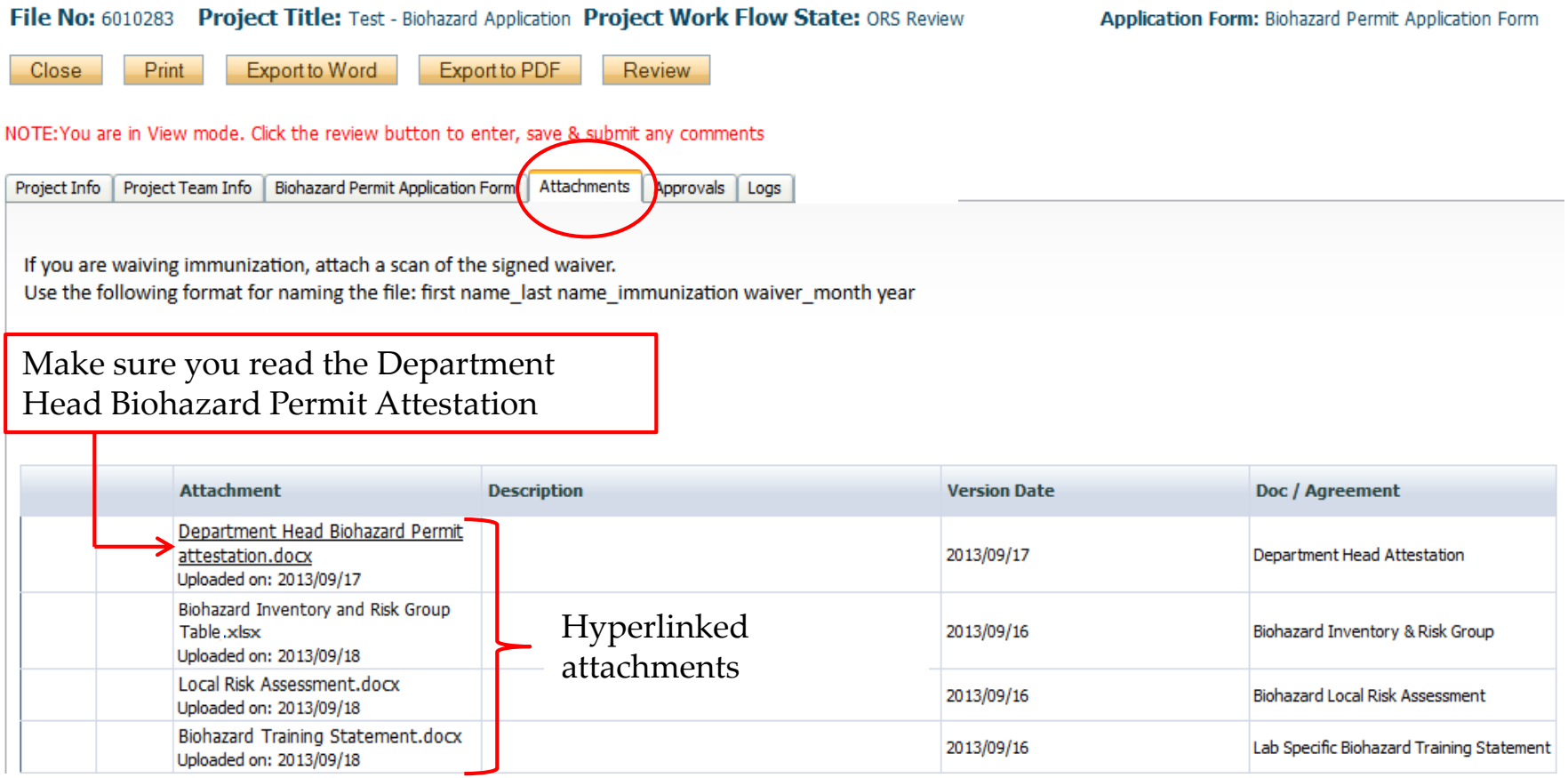
# Reviewing Applications (Cont.)

- Although you can view an application by going through its different tabs and sub-tabs, you may also export it to Word or PDF which allows you to view the entire application in one document.



# Reviewing Attachments

- Click on the Attachments tab. From there you can access any of the documents listed below by clicking on their hyperlinked title under the Attachments column.



# Department Head Attestation Letter

- Department Heads should read all the documents provided with the application. The sample below is the Department Head Attestation Letter which you are required to read prior to submitting your attestation. The letter contains the name of the PI, name of the faculty, title of the project, the date at which the Biohazard Committee approved the permit, and the terms to which you will be agreeing to.

Biohazard Permit application: PI: Dr. Queen's Researcher

Faculty of

Title: Test - Biohazard Application

Department Head Attestation and Signature

I attest that:

I have reviewed the current biohazard permit application and risk assessment for Dr. Queen's Researcher, that has been approved by the Queen's Biohazard Committee with a version date of September 17, 2013.

I am familiar with the work described and the facilities and practices required for biohazard containment in this research.

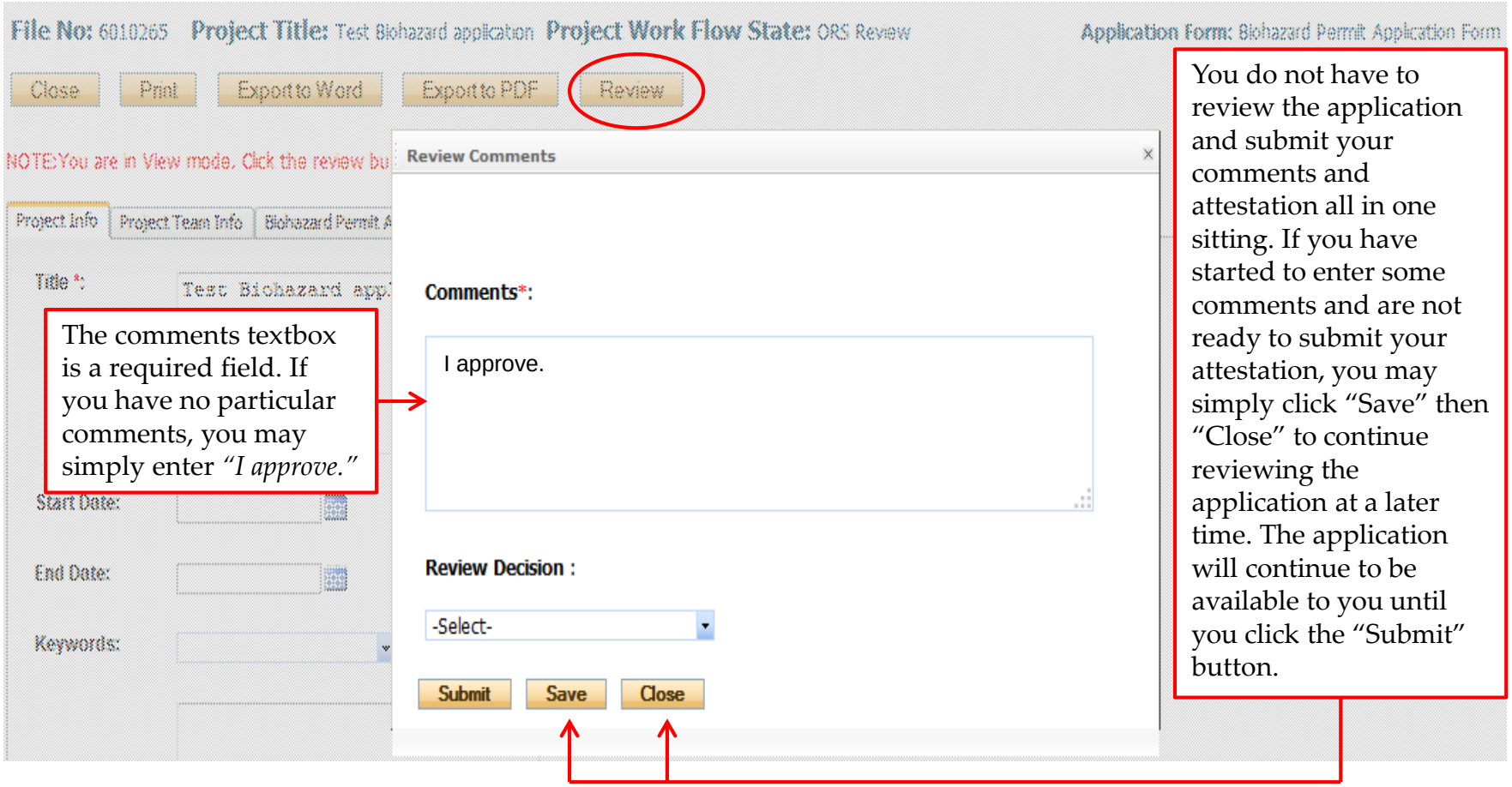
I approve of this work taking place in my department, using the precautions described.

I will ensure that appropriate facilities are available for this work.

If I become aware of a failure in the facility or a failure in the biohazard containment safety procedures or equipment, or a noncompliance safety issue associated with the work, I will ensure that they are reported to the Biosafety Office and assist in their correction.

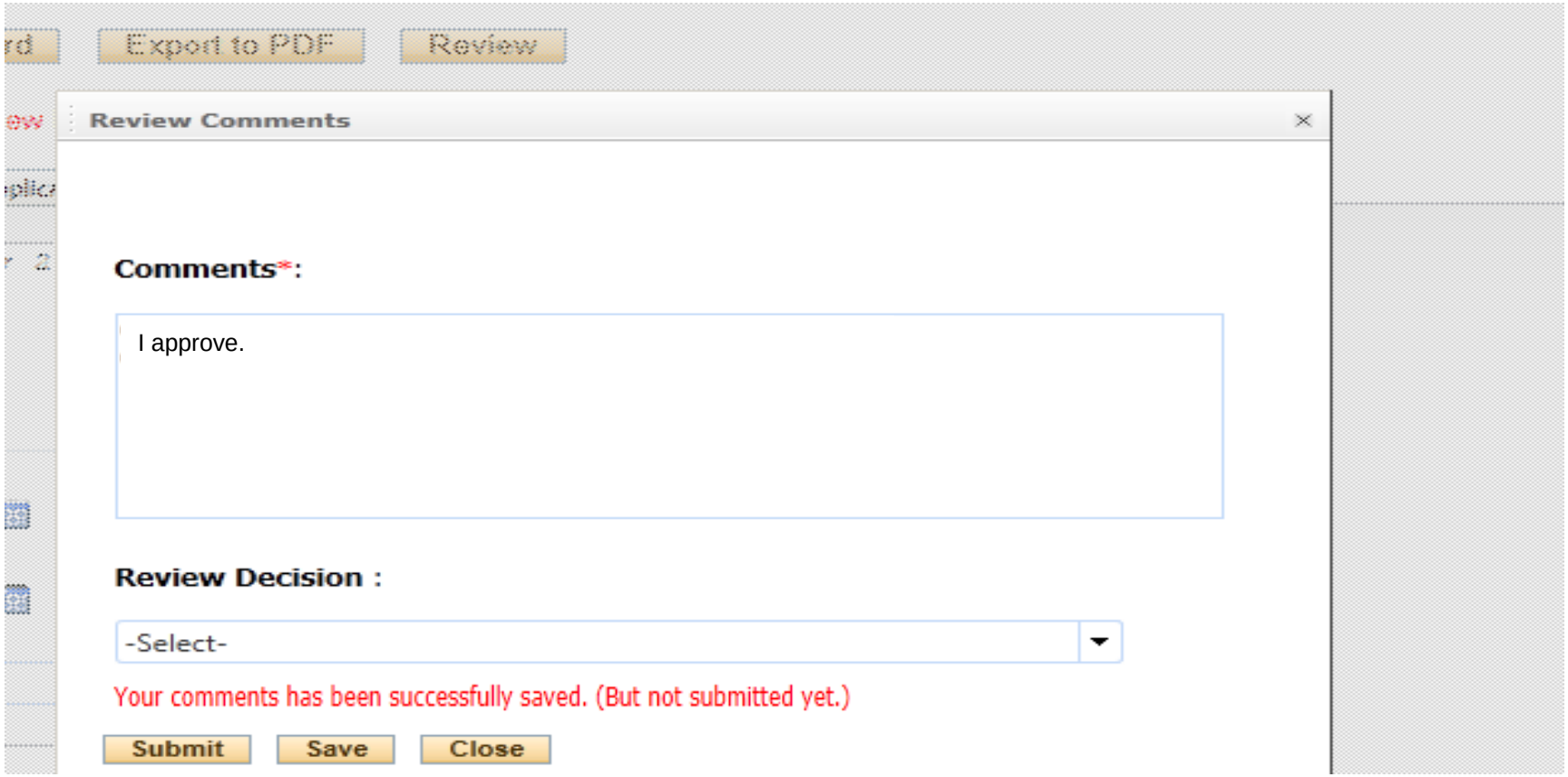
# Entering and Submitting Review Comments

- To enter your comments and submit your attestation, click on the "Review" button.



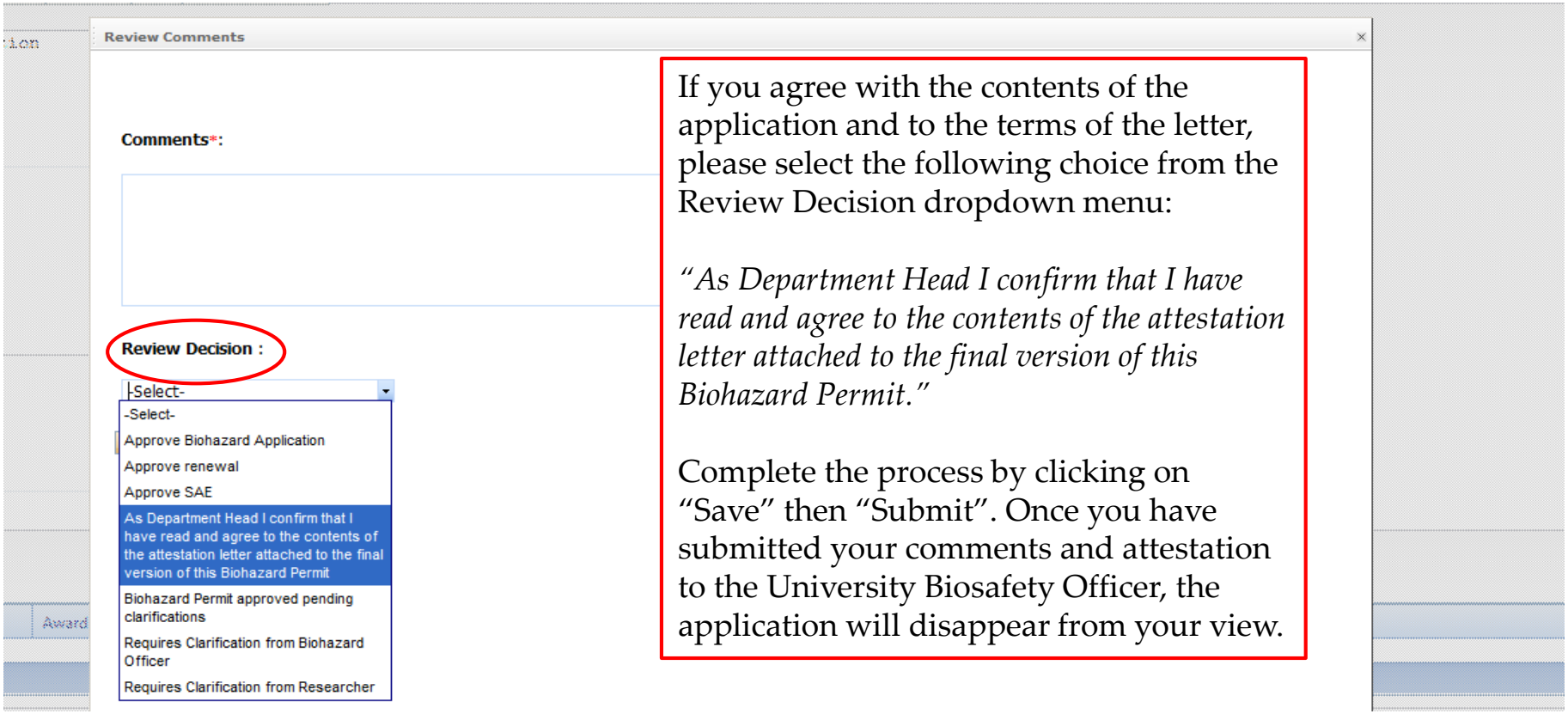
# Saving your Comments

- When you save your comments, a message in red font will appear on the "Review Comments" screen informing you that your comments have been saved but not submitted.



# Submitting Department Head Attestation

- Once you are ready to submit your attestation, click on the Review button, enter your comment(s) and click on the Review Decision dropdown menu.



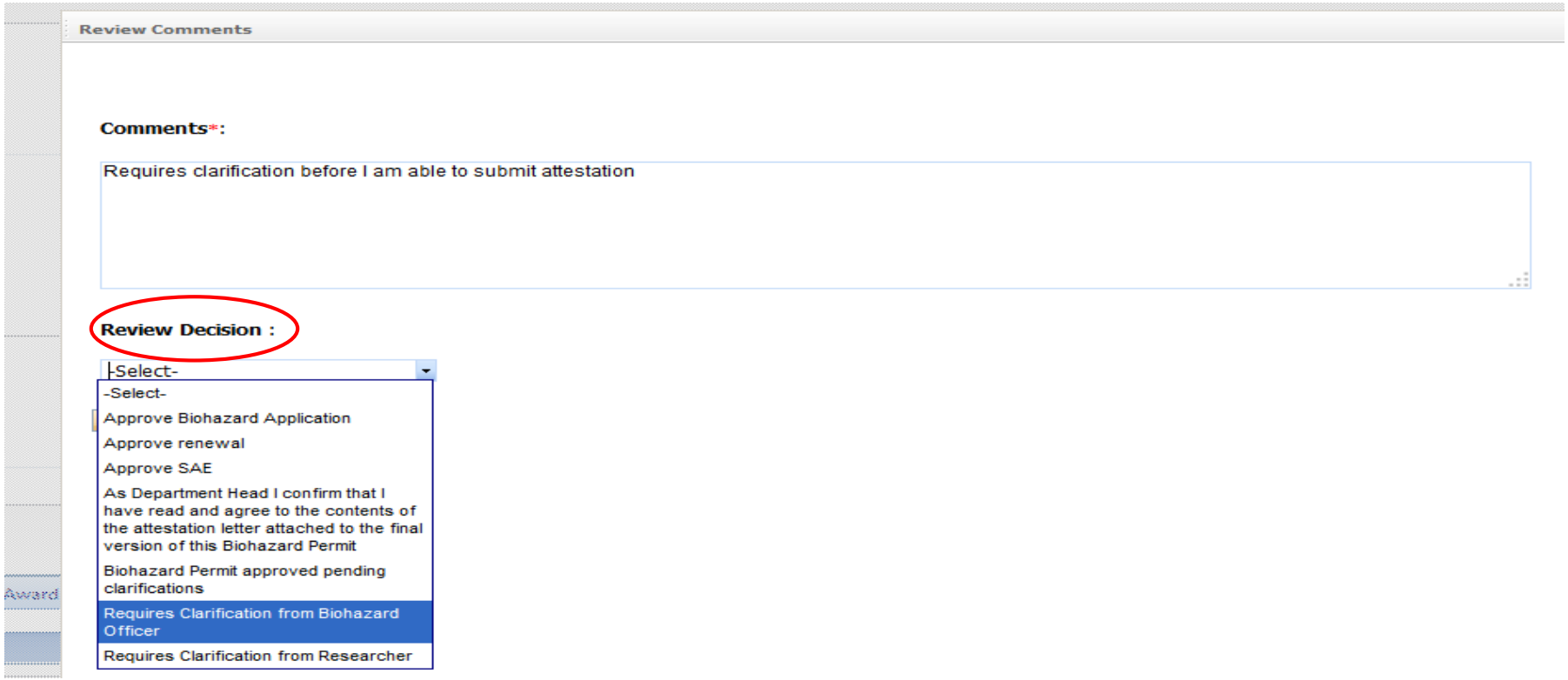

If you agree with the contents of the application and to the terms of the letter, please select the following choice from the Review Decision dropdown menu:

*"As Department Head I confirm that I have read and agree to the contents of the attestation letter attached to the final version of this Biohazard Permit."*

Complete the process by clicking on "Save" then "Submit". Once you have submitted your comments and attestation to the University Biosafety Officer, the application will disappear from your view.

# Application Requires Clarification

- If you have questions about the application and are not able to attest to it as is, you may send it back to the Biosafety Officer for clarification. Make note of your reservations/questions in the Comments textbox and select *"Requires Clarification from Biosafety Officer"* in the Review Decision dropdown menu.



# Need assistance with TRAQ?

Contact the TRAQ Helpdesk

(613) 533-6000, ext. 78426

Email: traq@queensu.ca

If you have Biohazard specific questions, please contact

Shelagh Mirski, University Biosafety Officer

(613) 533-6000, ext. 77077

Email: shelagh.mirski@queensu.ca