



Tools for **TRAQ**
Research at Queen's

TRAQ - Biohazard Permit Module

Reviewing Biohazard Permit Application & Event Forms

Department Heads' User Manual

November 2017

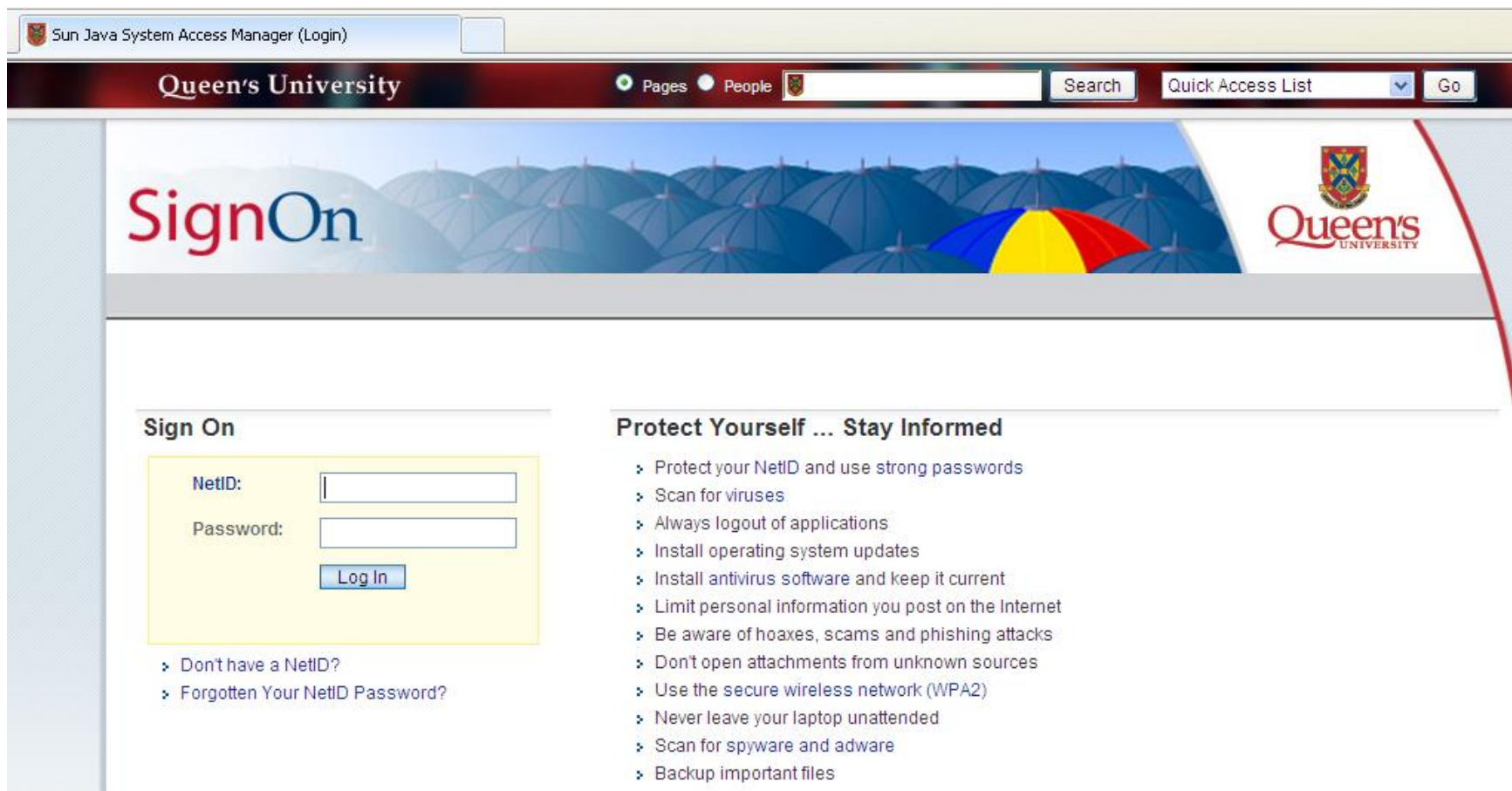
Accessing the Researcher's Portal

- 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



Sun Java System Access Manager (Login)

Queen's University

Pages People

Search Quick Access List Go

SignOn

Queen's UNIVERSITY

Sign On

NetID:

Password:

[Log In](#)

- ✦ Don't have a NetID?
- ✦ Forgotten Your NetID Password?


Protect Yourself ... Stay Informed

- ✦ Protect your NetID and use strong passwords
- ✦ Scan for viruses
- ✦ Always logout of applications
- ✦ Install operating system updates
- ✦ Install antivirus software and keep it current
- ✦ Limit personal information you post on the Internet
- ✦ Be aware of hoaxes, scams and phishing attacks
- ✦ Don't open attachments from unknown sources
- ✦ Use the secure wireless network (WPA2)
- ✦ Never leave your laptop unattended
- ✦ Scan for spyware and adware
- ✦ Backup important files

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




Login 

Username

Password

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.



APPLY NEW | News | Useful Links | Settings |

Role : Principal Investigator

Applications (Saved - Not Submitted)	(4)
Applications (Submitted - Under Review)	(0)
Applications (Submitted - Requiring My Attention)	(0)
Applications (Submitted - Post Review)	(32)
Applications (Withdrawn)	(0)
My Reminders	(0)

Awards

Role: Project Team Member

Applications (Saved - Not Submitted)	(1)
Applications (Submitted - Under Review)	(0)
Applications (Submitted - Requiring My Attention)	(0)
Applications (Submitted - Post Review)	(23)
Applications (Withdrawn)	(0)
My Reminders	(1)

Biohazard

Role: Department Signing Authority

Applications (New - for Review)	(0)
Applications (Pending Requested Information)	(0)
Applications (Submitted - Under Review)	(0)
Applications (Submitted - Post Review)	(0)

Role: Reviewer

Applications Requiring Your Review as a Chair	(1)
Applications Requiring Your Review as a Reviewer - New	(0)
Applications Requiring Your Review as a Reviewer - In Progress	(0)
Events Requiring Your Review as a Chair	(0)
Events Requiring Your Review as a Reviewer - New	(0)
Events Requiring Your Review as a Reviewer - In Progress	(0)

Accessing Biohazard Permit Applications

Role: Reviewer

Applications Requiring Your Review as a Chair

(1)

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

Applications Requiring Your Review as a Reviewer - New

(0)

Applications Requiring Your Review as a Reviewer - In Progress

(0)

Events Requiring Your Review as a Chair

(0)

Event forms requiring your attestation will be accessible through this link

Events Requiring Your Review as a Reviewer - New

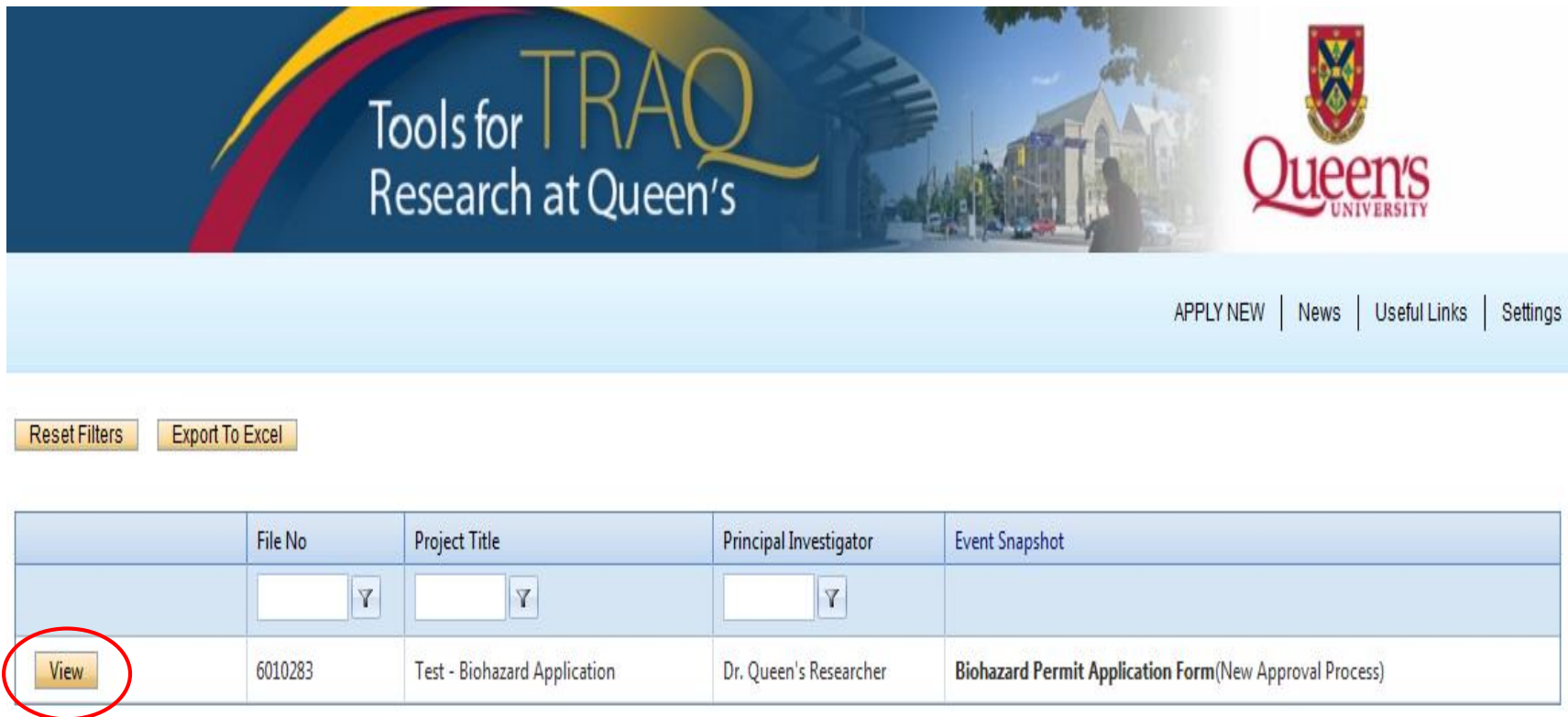
(0)

Events Requiring Your Review as a Reviewer - In Progress

(0)

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".



The screenshot shows the TRAQ (Tools for Research at Queen's) application review interface. At the top, there is a header banner with the TRAQ logo and the Queen's University crest. Below the banner, there is a navigation bar with links: APPLY NEW, News, Useful Links, and Settings. Underneath the navigation bar, there are two buttons: Reset Filters and Export To Excel. The main content area displays a table of applications. The table has five columns: File No, Project Title, Principal Investigator, and Event Snapshot. The first row of data shows a file number 6010283, a project title 'Test - Biohazard Application', a principal investigator 'Dr. Queen's Researcher', and an event snapshot 'Biohazard Permit Application Form(New Approval Process)'. A red circle highlights the 'View' button located to the left of the first row of data.

Tools for TRAQ Research at Queen's

Queen's UNIVERSITY

APPLY NEW | News | Useful Links | Settings

Reset Filters Export To Excel

	File No	Project Title	Principal Investigator	Event Snapshot
View	6010283	Test - Biohazard Application	Dr. Queen's Researcher	Biohazard Permit Application Form(New Approval Process)

Reviewing Applications

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

The screenshot displays a web application interface for reviewing applications. At the top, there is a horizontal tab bar with six tabs: 'Project Info' (highlighted in orange), 'Project Team Info', 'Biohazard Permit Application Form', 'Attachments', 'Approvals', and 'Logs'. Below the tabs, the 'Project Info' section contains a large text area for the 'Title *:' with the text 'Test Biohazard application'. Below this, there are fields for 'Start Date:' (containing '2013/09/10' and a calendar icon) and 'End Date:' (with an empty field and a calendar icon). A 'Keywords:' section features a dropdown menu and an 'Add' button. At the bottom, there is a large empty text area and a 'Clear all' button.

- 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.


File No: 6010265 **Project Title:** Test Biohazard application **Project Work Flow State:** ORS Review


Application Form: Biohazard Permit Application Form

NOTE: You are in View mode. Click the review button to enter, save & submit any comments

Project Info | Project Team Info | Biohazard Permit Application Form | Attachments | Approvals | Logs

Title *:

Start Date: 

End Date: 

Keywords:

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.

File No: 6010283 **Project Title:** Test - Biohazard Application **Project Work Flow State:** ORS Review

Application Form: Biohazard Permit Application Form

[Close](#) [Print](#) [Export to Word](#) [Export to PDF](#) [Review](#)

NOTE: You are in View mode. Click the review button to enter, save & submit any comments

[Project Info](#) [Project Team Info](#) [Biohazard Permit Application Form](#) [Attachments](#) [Approvals](#) [Logs](#)

If you are waiving immunization, attach a scan of the signed waiver.

Use the following format for naming the file: first name_last name_immunization waiver_month year

Make sure you read the Department Head Biohazard Permit Attestation

	Attachment	Description	Version Date	Doc / Agreement
	Department Head Biohazard Permit attestation.docx Uploaded on: 2013/09/17		2013/09/17	Department Head Attestation
	Biohazard Inventory and Risk Group Table.xlsx Uploaded on: 2013/09/18		2013/09/16	Biohazard Inventory & Risk Group
	Local Risk Assessment.docx Uploaded on: 2013/09/18		2013/09/16	Biohazard Local Risk Assessment
	Biohazard Training Statement.docx Uploaded on: 2013/09/18		2013/09/16	Lab Specific Biohazard Training Statement

Hyperlinked attachments

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.

The screenshot shows the 'Review Comments' window of the Biohazard Permit Application Form. At the top, it displays 'File No: 6010265', 'Project Title: Test Biohazard application', 'Project Work Flow State: ORS Review', and 'Application Form: Biohazard Permit Application Form'. Below this are buttons for 'Close', 'Print', 'Export to Word', 'Export to PDF', and 'Review' (which is circled in red). A note states: 'NOTE: You are in View mode. Click the review button to enter your comments and submit your attestation.' The main area has tabs for 'Project Info', 'Project Team Info', and 'Biohazard Permit A'. The 'Biohazard Permit A' tab is active, showing a 'Title *' field with 'Test Biohazard app'. Below this are 'Start Date' and 'End Date' fields, and a 'Keywords' field. The 'Comments*' section contains a large text area with 'I approve.' entered. Below the comments is a 'Review Decision' dropdown menu set to '-Select-'. At the bottom are 'Submit', 'Save', and 'Close' buttons. Red arrows point from the 'Save' and 'Close' buttons to a red box on the right. Another red arrow points from a red box on the left to the 'Comments*' text area.

File No: 6010265 Project Title: Test Biohazard application Project Work Flow State: ORS Review Application Form: Biohazard Permit Application Form

Close Print Export to Word Export to PDF Review

NOTE: You are in View mode. Click the review button to enter your comments and submit your attestation.

Project Info Project Team Info Biohazard Permit A

Title *: Test Biohazard app

Start Date: End Date: Keywords:

Comments*: I approve.

Review Decision : -Select-

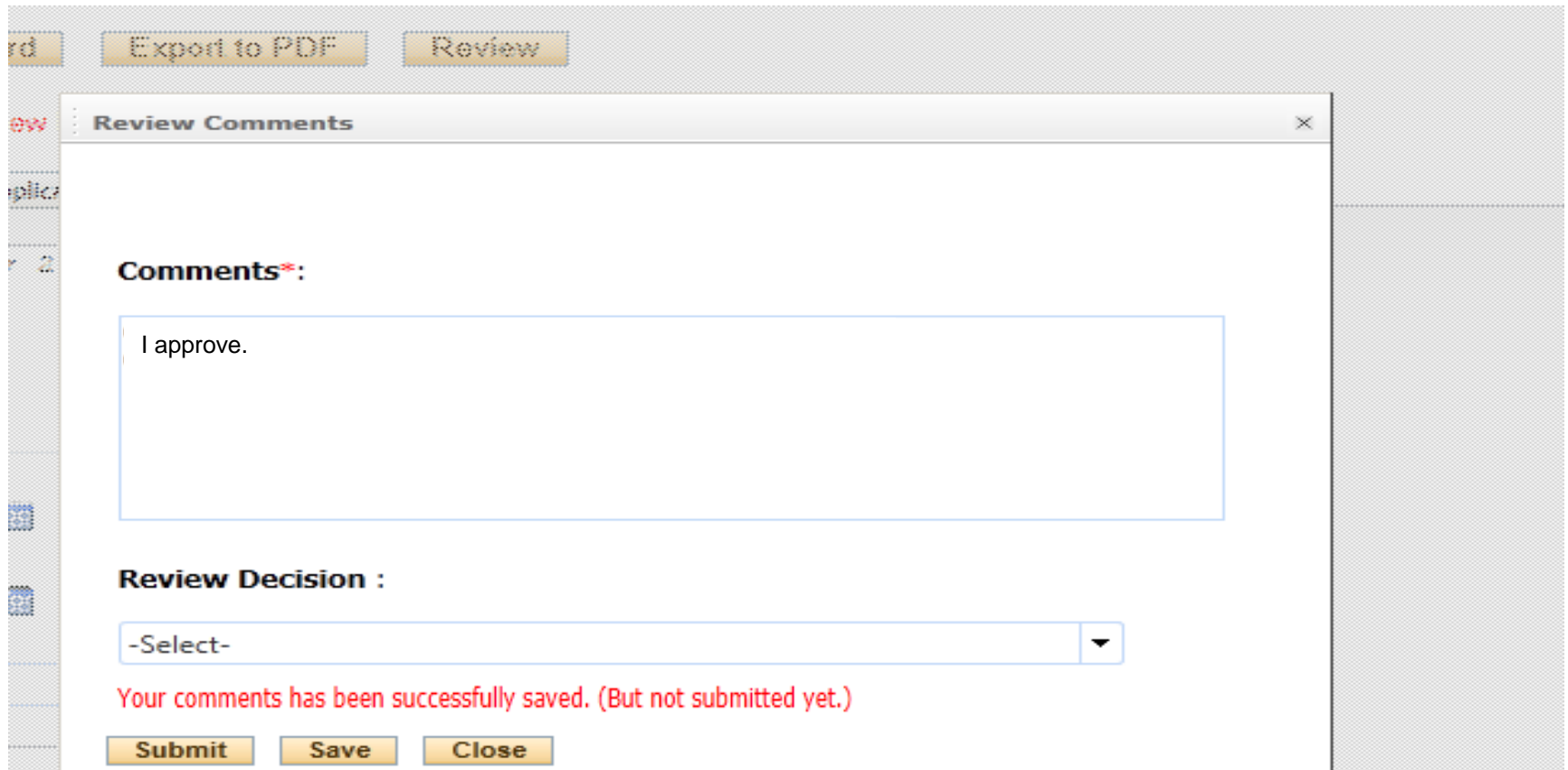
Submit Save Close

The comments textbox is a required field. If you have no particular comments, you may simply enter "I approve."

You do not have to review the application and submit your comments and attestation all in one sitting. If you have started to enter some comments and are not ready to submit your attestation, you may simply click "Save" then "Close" to continue reviewing the application at a later time. The application will continue to be available to you until you click the "Submit" 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.



The screenshot shows a web interface with a 'Review Comments' dialog box. At the top of the page, there are buttons for 'Export to PDF' and 'Review'. The dialog box has a title bar with 'Review Comments' and a close button. Inside the dialog, the label 'Comments*:' is followed by a text area containing 'I approve.'. Below this, the label 'Review Decision :' is followed by a dropdown menu showing '-Select-'. At the bottom of the dialog, a red message states 'Your comments has been successfully saved. (But not submitted yet.)'. Below the message are three buttons: 'Submit', 'Save', and 'Close'.

Export to PDF Review

Review Comments

Comments*:

I approve.

Review Decision :

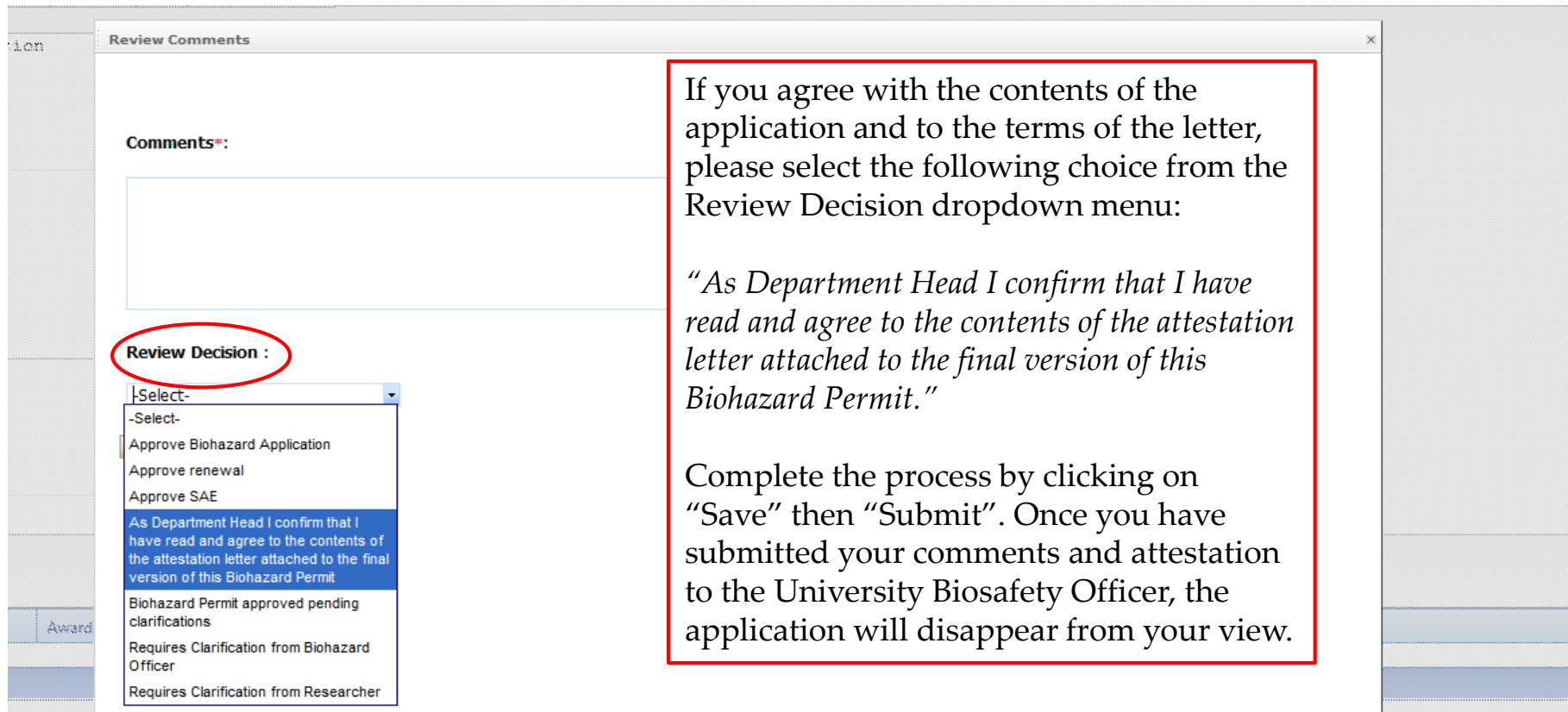
-Select-

Your comments has been successfully saved. (But not submitted yet.)

Submit Save Close

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.



The screenshot shows a web application window titled "Review Comments". It contains a "Comments*" text area and a "Review Decision" dropdown menu. The dropdown menu is open, showing several options. The option "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" is highlighted in blue. A red box is drawn around the "Review Decision" label and the dropdown menu. To the right of the dropdown menu, there is a red-bordered box containing text instructions.

Review Decision :

- Select-
- Select-
- Approve Biohazard Application
- Approve renewal
- Approve SAE
- 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**
- Biohazard Permit approved pending clarifications
- Requires Clarification from Biohazard Officer
- Requires Clarification from Researcher

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.

Review Comments

Comments*:

Requires clarification before I am able to submit attestation

Review Decision :

Select-

- Select-
- Approve Biohazard Application
- Approve renewal
- Approve SAE
- 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
- Biohazard Permit approved pending clarifications
- Requires Clarification from Biosafety Officer**
- Requires Clarification from Researcher

Award



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