



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

# TRAQ - Biohazard Permit Module

Reviewing Biohazard Permit Application & Event Forms

Biohazard Committee Members' User Manual

# Accessing the Researcher's Portal

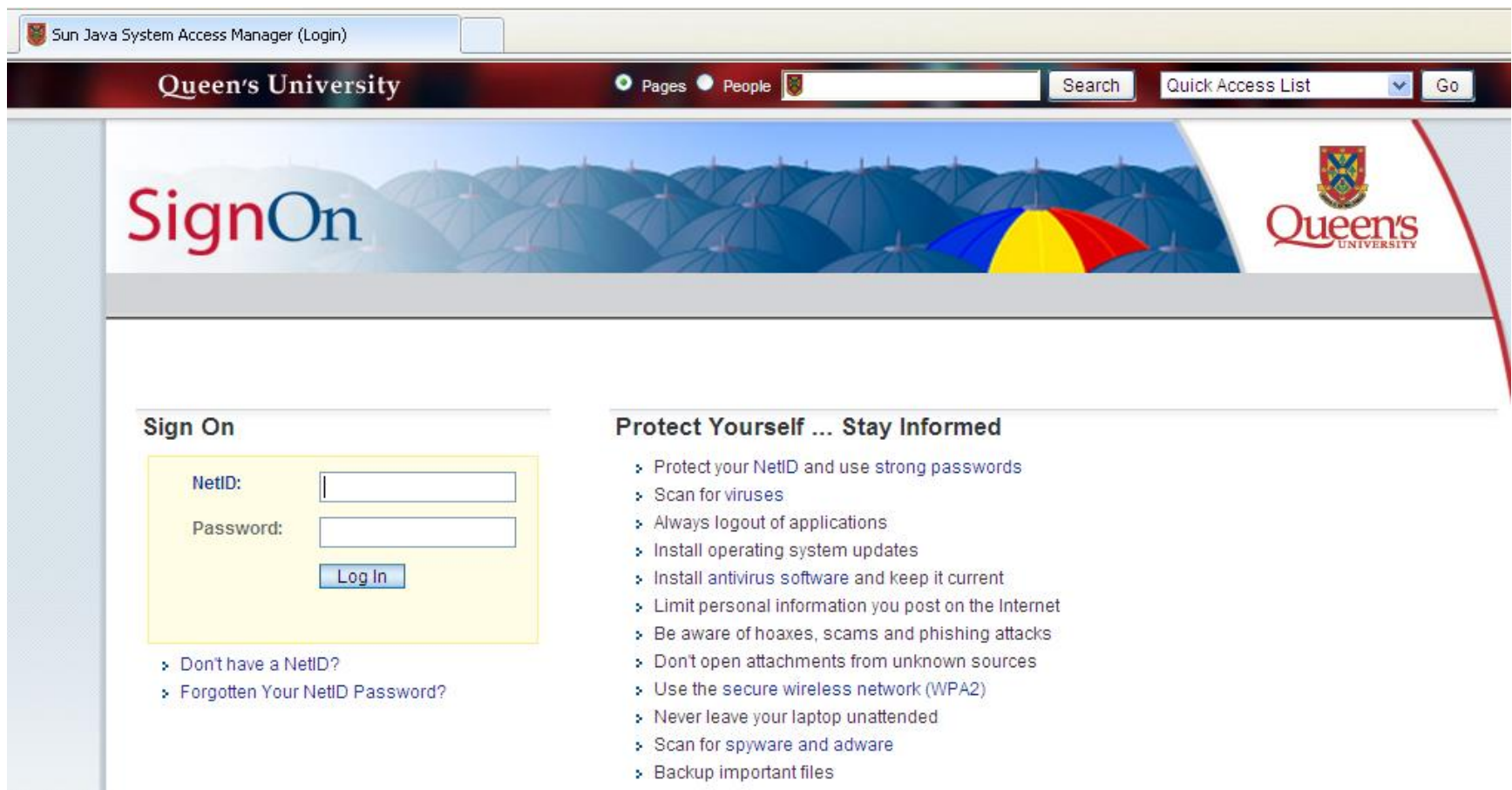


- Review assignments are accessed through the Researcher's Portal.
- As a reviewer, you will receive an email notification whenever you have been assigned to review a biohazard application or an event form (i.e. renewal form, amendment form). The link to the Researcher's Portal is included in the email.
- Reviewers 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](#).
- Queen's students and external reviewers (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.
- Please note that the Researcher's Portal is accessible on tablets (i.e. iPads, PlayBooks, etc.)

*\*Information regarding managing your [Queen's NetID](#) and the [strong password](#) is available on the ITS website.*

# Single SignOn for Queen's Reviewers

- 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 Reviewers

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



Login 

**Username**

**Password**

Login

Register

Reset Password

# Researcher's Portal

- As a reviewer, your dashboard has three roles: Principal Investigator (PI), Project Team Member and Reviewer. Any application assigned for your review will be available under **Role: Reviewer**.

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**Role: Principal Investigator**

<a href="#">Applications: Drafts</a>	(0)
<a href="#">Applications: Requiring Attention</a>	(0)
<a href="#">Applications: Under Review</a>	(0)
<a href="#">Applications: Post-Review</a>	(1)
<a href="#">Applications: Withdrawn</a>	(0)
<a href="#">Events: Drafts</a>	(1)
<a href="#">Events: Requiring Attention</a>	(0)
<a href="#">Reminders</a>	(0)

**Role: Project Team Member**

**Role: Reviewer**

<a href="#">Applications: Chair</a>	(0)
<a href="#">Applications: Reviewer (New)</a>	(0)
<a href="#">Applications: Reviewer (In Progress)</a>	(2)
<a href="#">Events: Chair</a>	(0)
<a href="#">Events: Reviewer (New)</a>	(0)
<a href="#">Events: Reviewer (In Progress)</a>	(1)

# Reviewer's Quick Links

Role: Reviewer	
<a href="#">Applications: Chair</a>	(0)
<a href="#">Applications: Reviewer (New)</a>	(0)
<a href="#">Applications: Reviewer (In Progress)</a>	(2)
<a href="#">Events: Chair</a>	(0)
<a href="#">Events: Reviewer (New)</a>	(0)
<a href="#">Events: Reviewer (In Progress)</a>	(1)

Biohazard applications requiring your review will be accessible through one of these quick links

Event forms requiring your review will be accessible through one of these quick links

# Reviewer's Quick Links - Applications Requiring your Review...



- **Applications Requiring your Review as a Chair:** Displays all application forms requiring your review as Chair (i.e. Primary Reviewer). You may save your comments over several sessions before submitting your comments and decision to the University Biosafety Officer. Once your comments and decision have been submitted, the application form drops from quick links and is no longer open for review. Subsequently, the application will no longer be accessible to any other reviewer. **Therefore, it is important that the Chair ensures that all assigned reviewers have had a chance to submit their comments before they submit their decision.**
- **Applications Requiring your Review as a Reviewer – New:** Displays all new application forms requiring your review as Secondary Reviewer. You may save your comments over several sessions before submitting your comments. Once your comments have been submitted, the application form is still accessible via the **Applications Requiring your Review as a Reviewer – In Progress** quick link until the Chair submits their decision. At this stage, you may continue to view the application form and add additional comments. Make sure to click submit and close application so your additional comments will be saved and visible to other reviewers. Once the Chair submits their decision, the application form drops from quick links and is no longer open for review.



# Reviewer's Quick Links - Events Requiring your Review...



- **Events Requiring your Review as a Chair:** Displays all event forms requiring your review as a Chair (i.e. Primary Reviewer). You may save your comments over several sessions before submitting your comments and decision to the University Biosafety Officer. Once your comments and decision have been submitted, the event form drops from quick links and is no longer open for review. Subsequently, the event form will no longer be accessible to any other reviewer. Therefore, it is important that the Chair ensures that all assigned reviewers have had a chance to submit their comments before they submit their decision.
- **Events Requiring your Review as a Reviewer – New:** Displays all new event forms requiring your review as Secondary Reviewer. You may save your comments over several sessions before submitting your comments. Once your comments have been submitted, the event form continues to be accessible through the **Events Requiring your Review as a Reviewer – In Progress** quick link until the Chair submits their decisions. At this stage, you may continue to view the application form and add additional comments. Make sure to click submit and close application so your additional comments will be saved and visible to other reviewers. After the Chair has submitted his decision, the event form drops from quick links and is no longer open for review.



# Reviewing Applications

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

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Reset Filters Export To Excel

	File No	Project Title	Principal Investigator	Event Snapshot
	<input type="text"/> ▼	<input type="text"/> ▼	<input type="text"/> ▼	
<a href="#">View</a>	6007579	Test Biohazard application	Queen's Researcher	<b>Biohazard Permit Application Form</b> (New Approval Process)
<a href="#">View</a>	6010265	Test Biohazard application	Queen's Researcher	<b>Biohazard Permit Application Form</b> (New Approval Process)

# Reviewing Applications

- You can review the application by going through the different tabs (and sub-tabs of the application form) to view the information submitted by the PI.

The screenshot displays a web application interface for reviewing applications. At the top, there is a horizontal tab bar with the following tabs: 'Project Info' (which is the active tab), 'Project Team Info', 'Biohazard Permit Application Form', 'Attachments', 'Approvals', 'Logs', and 'Committee Reviews'. Below the tabs, the 'Project Info' section contains the following fields:

- Title \*:** A large text area containing the text 'Test Biohazard application'.
- Start Date:** A date input field showing '2013/09/10' with a calendar icon to its right.
- End Date:** An empty date input field with a calendar icon to its right.
- Keywords:** A text input field with a dropdown arrow on the right.
- Buttons:** An 'Add' button is located to the right of the 'Keywords' field. Below the 'Keywords' field is a larger empty text area, and to its right is 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 look at any attachments provided by the Researcher – to view an attachment, you simply click on its title;
- Logs** tab allows you to review the history of the application;
- Through the **Committee Reviews** tab you are able to read the comments of all the reviewers assigned to the application or event form.

# Committee Reviews

- The “Committee Reviews” tab allows all reviewers assigned to an application to read each others’ comments.

**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](#) [Log](#) [Committee Reviews](#)

Review Decision: **Pending**

Shared Comments:

Reviewer	Comments	Date Reviewed ▾
Reviewer 3	Test comments... Application can be approved as is, no changes required.	9/17/2013
Reviewer 2	Application complete. All required documents have been attached to the application. No need for edits or clarifications.	9/17/2013
Reviewer (Chair)	Agree with secondary reviewers, application can be approved as is.	

# Reviewing Applications

- Although you can review an application by going through its different tabs and sub-tabs, the simplest and most efficient way to review an application is to export it to Word.


**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 | Committee Reviews

**Title \*:**

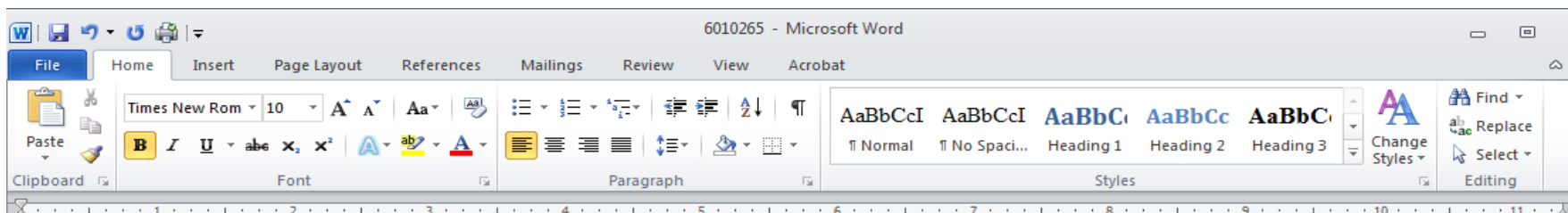
**Start Date:**  

**End Date:**  

**Keywords:**

# Reviewing Application in Word

- Exporting the application and saving it as a Word document, will allow you to type and save your comments on your own computer. Once you've completed your review, you can copy and paste your comments from the Word document into the "Reviewer's Comments" textbox.



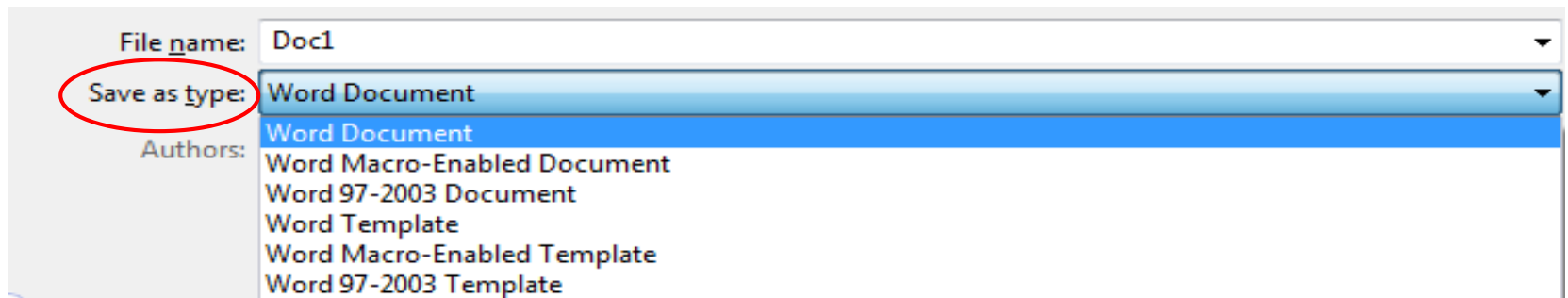
1.5	Will the lab be Containment Level 2?	NO
1.6	Building Name Containment Level 2	Kingston General Hospital
1.7	Room #(s) for Containment Level 2	
1.8	Will the lab be Containment Level 2+?	N/A
1.9	Building Name Containment Level 2+	
1.10	Room #(s) Containment Level 2+	
1.11	Notes/Comments on Containment Level and Laboratory Locations:	

## 2.2 Biological Safety Cabinet

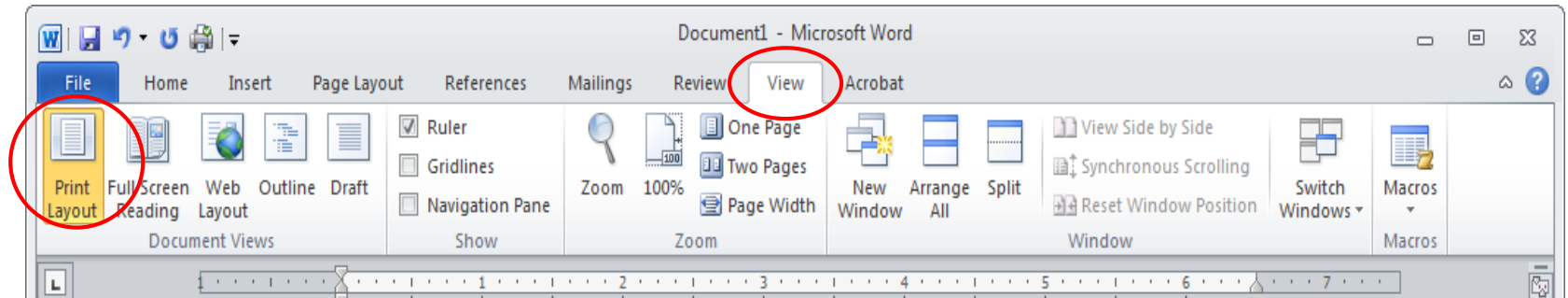
#	Question	Answer
2.1	Is Risk Group 2 material sometimes used/manipulated outside of a Biological Safety Cabinet without treatment that would inactivate viruses such as fixation or detergent/chemical extraction (even if viruses are only potentially present for example in human cell culture or in human blood from individuals screened for common blood-borne pathogens)?	N/A (no Risk Group 2 material used) My comments re. Question 2.1: testing...
2.2	Biological Safety Cabinet	Class II Type A1

# Saving and Viewing in Word

- When you export the application into Word, it will first appear in html format. Please make sure that you select “Word Document” in the drop down menu for “Save as type” when you save the application.



- The application will also appear on your screen as “Web Layout”. To change the viewing format to a friendlier one, hit the “View” tab at the top of your ribbon and select “Print Layout” in Document Views.



# Entering & Saving Review Comments

- To start entering your comments, click on the “Review” button on top of the screen.

The screenshot displays the 'Biohazard Permit Application Form' interface. At the top, it shows 'File No: 6010265', 'Project Title: Test Biohazard application', and 'Project Work Flow State: ORS Review'. Below this, there are buttons for 'Close', 'Print', 'Export to Word', 'Export to PDF', and 'Review'. The 'Review' button is circled in red. A 'Review Comments' dialog box is open, showing a 'Comments\*' text area with the text 'Agree with secondary reviewers, application to be approved as is.' To the right of the dialog box, a red arrow points to the text area with a text box containing the instruction: 'You may type your comments directly into the textbox or copy and paste them from a Word document – depending on how you reviewed the application.' At the bottom of the dialog box, there are 'Submit', 'Save', and 'Close' buttons. A red arrow points from the 'Save' button to a text box at the bottom right that says: 'Hit “Save” then “Close” to continue reviewing the application at a later time.'

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 start entering your comments.

Project Info Project Team Info Biohazard Permit Application

Title \*: Test Biohazard application

Start Date: [Date Picker]

End Date: [Date Picker]

Keywords: [Text Box]

**Review Comments**

Comments\*:

Agree with secondary reviewers, application to be approved as is.

Submit Save Close

You may type your comments directly into the textbox or copy and paste them from a Word document – depending on how you reviewed the application.

Hit “Save” then “Close” to continue reviewing the application at a later time.



# Entering & Saving Review 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 application interface with a 'Review Comments' dialog box. At the top of the page, there are three buttons: 'Export to PDF' and 'Review'. The dialog box has a title bar with 'Review Comments' and a close button. Inside the dialog, there is a label 'Comments\*:' followed by a text input field containing the text 'Agree with secondary reviewers, application to be approved as is.'. At the bottom of the dialog, there is a red text message: 'Your comments has been successfully saved. (But not submitted yet.)'. Below this message are three buttons: 'Submit', 'Save', and 'Close'.

# Entering, Saving & Submitting Review Comment

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 review mode.

Project Info Project Team Info Biohazard Permit Application

Title \*: Test Biohazard application

Start Date:

End Date:

Keywords:

**Review Comments**

**Comments\*:**

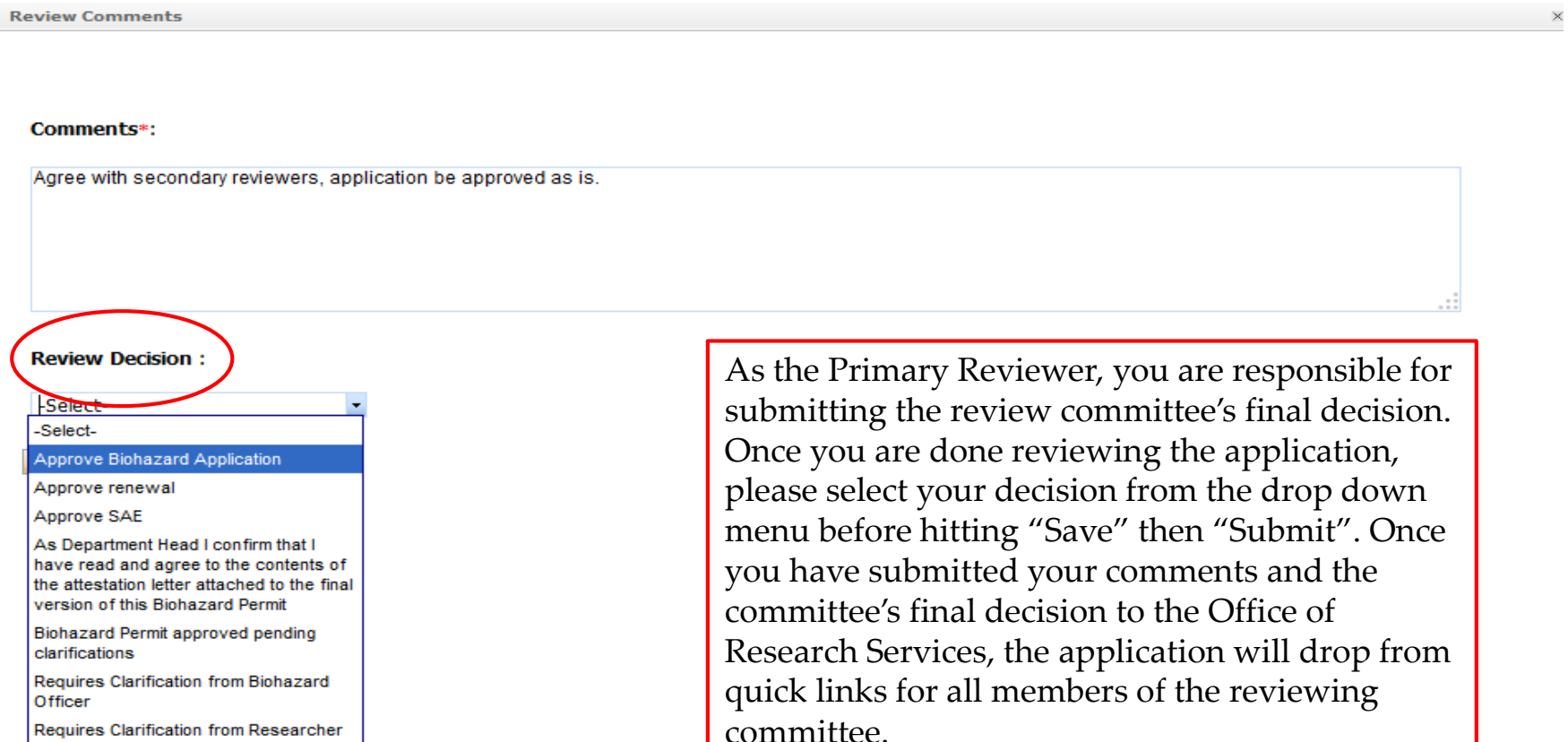
Agree with secondary reviewers, application to be approved as is.

Submit Save Close

Once you are done reviewing the application and are ready to submit your comments, hit "Save" then "Submit". If you are a Secondary Reviewer, the application will move to "Application Requiring your Review as a Reviewer – In Progress", you will continue to have access to the application until the Chair submits his comments and decision.

# Entering, Saving & Submitting Review Comments

- The Chair – or, Primary Reviewer – is the only person who has the “Review Decision” field and drop down menu on their “Review Comments” screen.



The screenshot displays the 'Review Comments' interface. At the top, there is a title bar with the text 'Review Comments' and a close button. Below this, the label 'Comments\*:' is followed by a large text input area containing the text 'Agree with secondary reviewers, application be approved as is.' Below the text area, the label 'Review Decision :' is circled in red. To its right is a dropdown menu with the following options: '-Select-', 'Approve Biohazard Application' (highlighted in blue), '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', and 'Requires Clarification from Researcher'.

**Review Decision :**

- 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

As the Primary Reviewer, you are responsible for submitting the review committee's final decision. Once you are done reviewing the application, please select your decision from the drop down menu before hitting "Save" then "Submit". Once you have submitted your comments and the committee's final decision to the Office of Research Services, the application will drop from quick links for all members of the reviewing committee.



## **Need assistance with TRAQ?**

Contact the TRAQ Helpdesk

(613) 533-6000, ext. 78426

Email: [traq@queensu.ca](mailto: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](mailto:shelagh.mirski@queensu.ca)