TRAQ - Biohazard Permit Module

Reviewing Biohazard Permit Application & Event Forms

Biohazard Committee Members' User Manual

November 2017

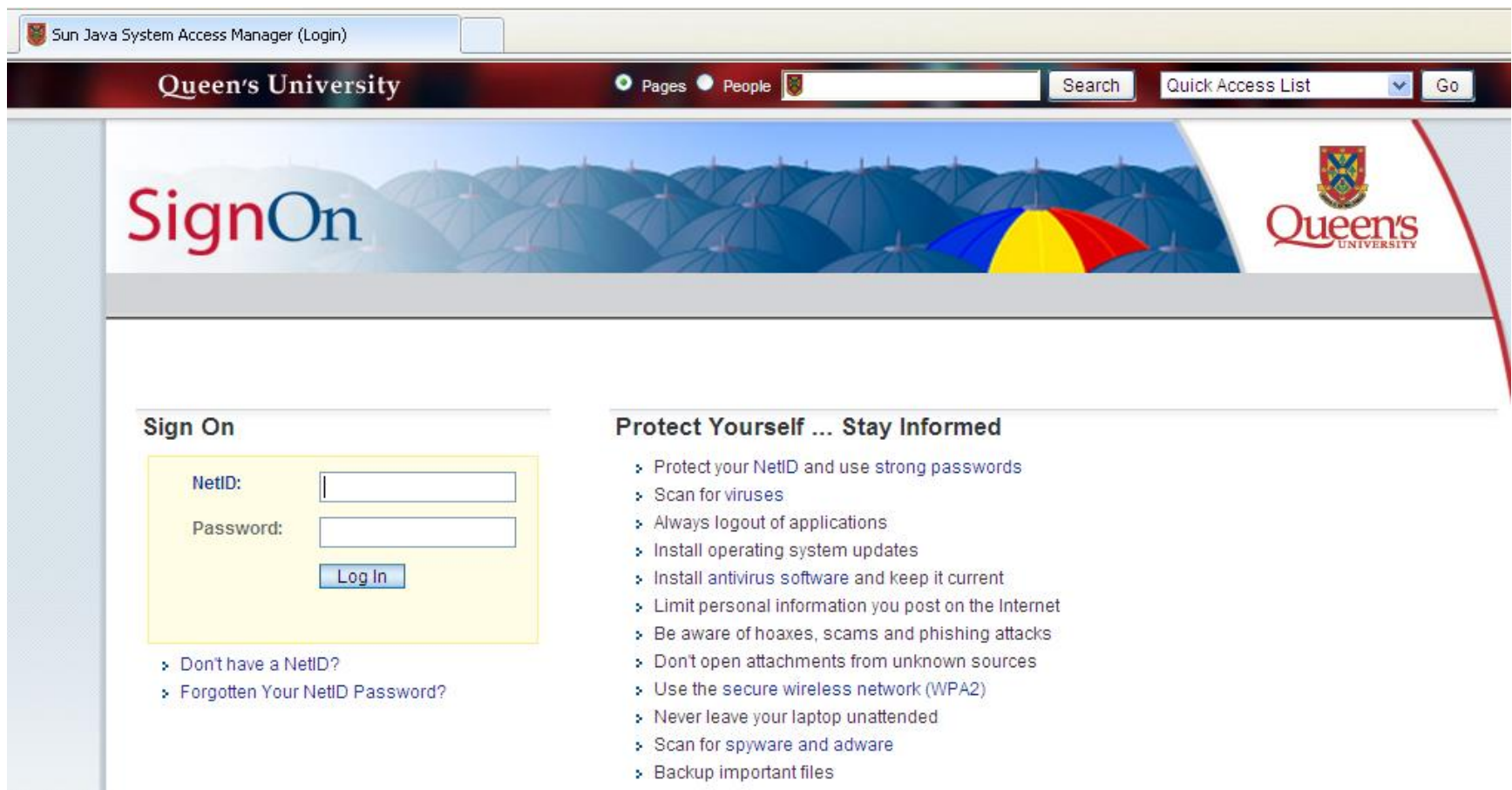# Accessing the Researcher's Portal

- 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

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

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**.

Reviewer's Quick Links

Role: Reviewer

Applications: Chair (0)

Applications: Reviewer (New) (0)

Applications: Reviewer (In Progress) (2)

Events: Chair (0)

Events: Reviewer (New) (0)

Events: Reviewer (In Progress) (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 <u>new</u> 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".

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.

- **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 | Logs | **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 clafications.	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.
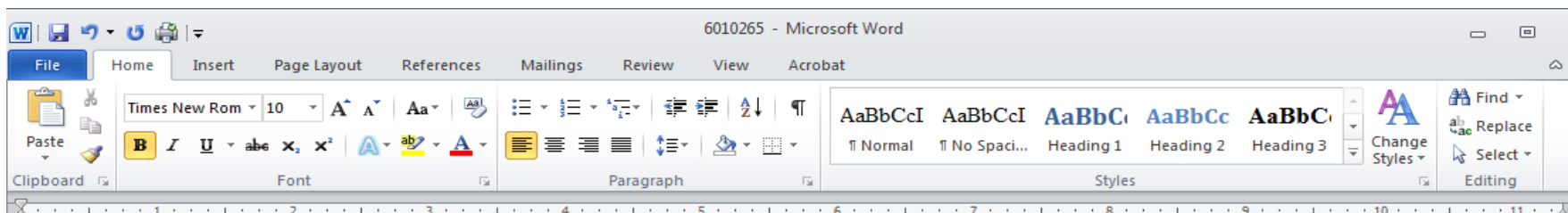
Reviewing Application in Word

- 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.
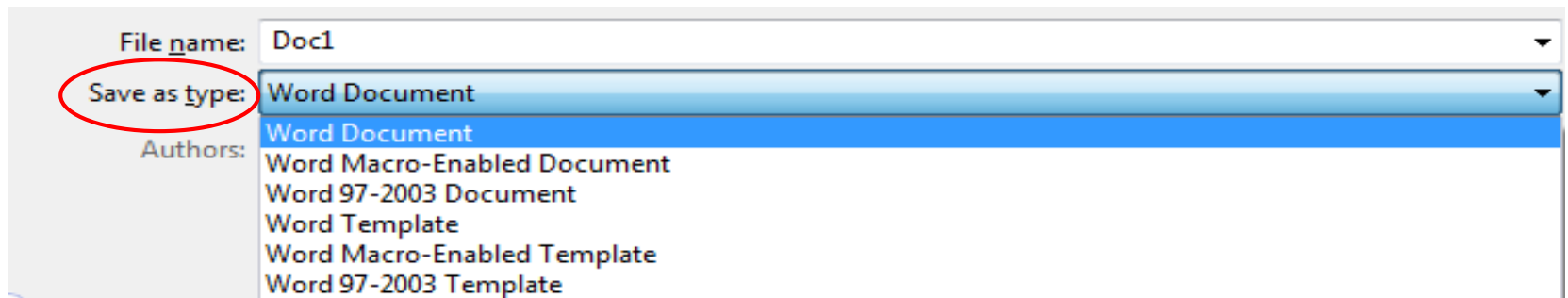
Saving and Viewing in Word

- 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.

File name:	Doc1
Save as type:	Word Document
	Word Document
	Word Macro-Enabled Document
	Word 97-2003 Document
	Word Template
	Word Macro-Enabled Template
	Word 97-2003 Template

- 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.
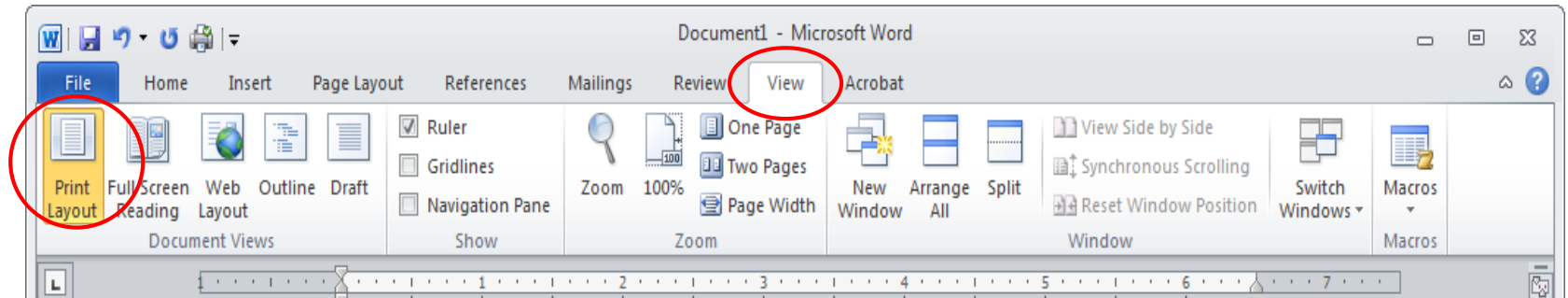
Entering & Saving Review Comments

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

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 bu

Project Info | Project Team Info | Biohazard Permit A

Review Comments ✕

Title *:   Test Biohazard appl

Comments*:

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

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.

Start Date:

End Date:

Keywords:

| Submit | Save | Close |

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.

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 bu...

Project Info | Project Team Info | Biohazard Permit A...

Title *:   Test Biohazard appl...

Start Date:

End Date:

Keywords:

Review Comments   ✕
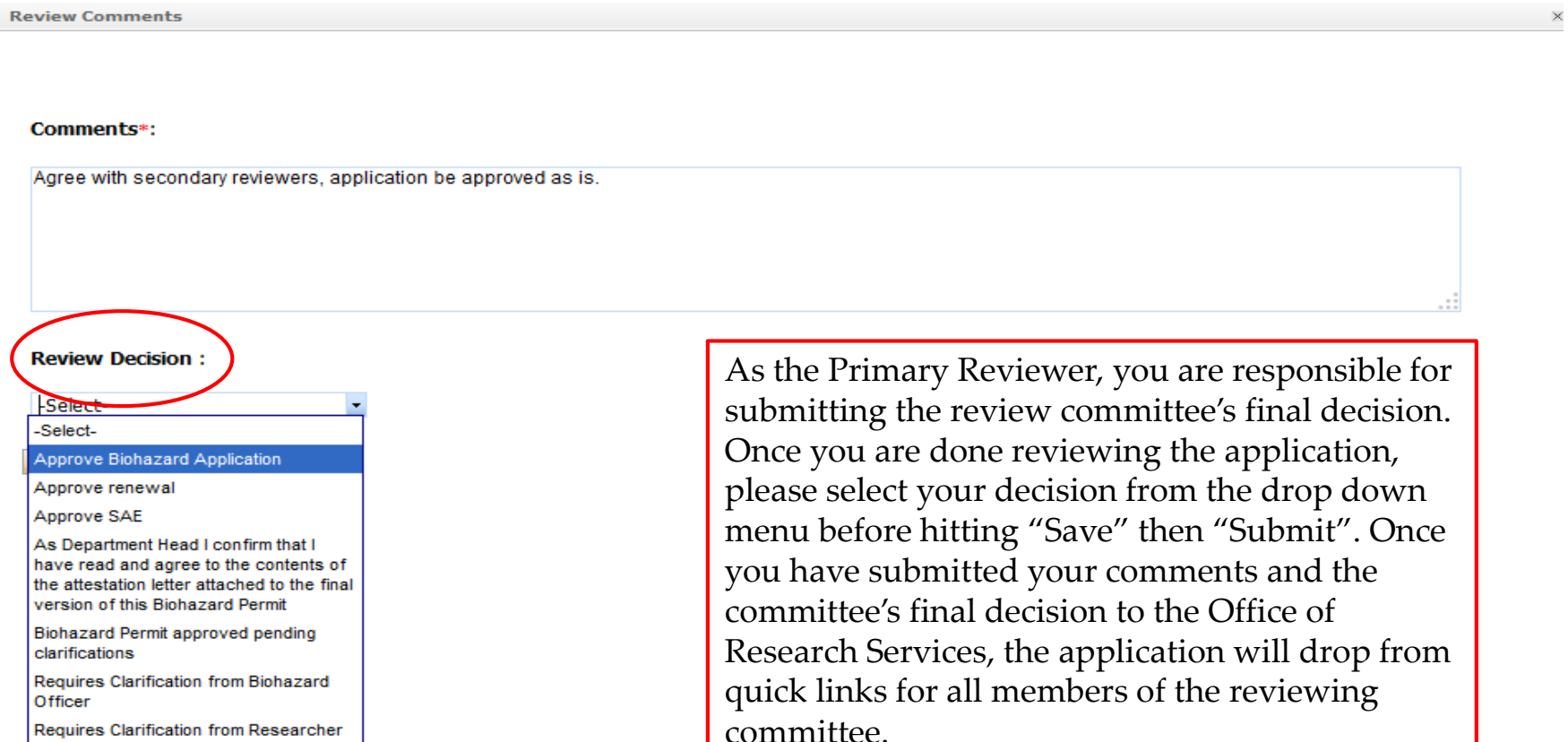
Comments*:

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.

Review Comments   ×

Comments*:

Agree with secondary reviewers, application be approved as is.

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

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

If you have Biohazard specific questions, please contact
Shelagh Mirski, University Biosafety Officer
(613) 533-6000, ext. 77077
Email: shelagh.mirski@queensu.ca