General Research Ethics Board Certification (GREB)

Reviewing GREB Applications

Unit REB Chair/Member User Manual

November 2016
TRAQ - BROWSER COMPATIBILITY

Please note: Safari is not fully tested and currently not compatible with TRAQ system. Mac users should use Google Chrome or Mozilla Firefox.
Accessing the TRAQ Portal

• Review assignments are accessed through the TRAQ Researcher Portal.

• **You will receive an email notification** whenever your Unit REB has been assigned to review an ethics application. The link to the TRAQ Portal is included in the email.

• Reviewers who are Queen’s faculty or staff should use their regular Queen’s NetID and strong password to log into the TRAQ portal through **MyQueensU** that may be accessed by clicking **SEARCH AND SIGN IN** on the Queen’s homepage ([www.queensu.ca](http://www.queensu.ca)). Once in MyQueensU, click on the **My Applications** tab. Then, click on the link **Go to the TRAQ Researcher Portal**.

• Queen’s students will access the Researcher’s Portal through the **Post-Registration Login Site**. When logging in through the Post Registration Login site, your username is the email address provided at the time of registration.
New applications for Unit REB review will be in the link: “Applications: New*” within Role: Division Signing Authority. It is internal process within the Unit REB and usually Unit Chair decides who will be assigned to complete review process.
To begin Review Process...

Click on “Review” to open the application.
New applications for Unit REB Review

- Go to the Log tab to look at the Application Workflow Log to read any comments from the PI – see below

<table>
<thead>
<tr>
<th>Timestamp</th>
<th>Activity Log</th>
<th>Workflow State</th>
<th>Workflow Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/08/2016 14:26</td>
<td>Project Work Flow State has been changed from Pre Submission to Division Signing Authority Review</td>
<td>Pre-Submission -&gt; Division Signing Authority Review</td>
<td>The letter of information, debriefing letter, and a recruitment notice is all contained in the information I include in the survey. For the consent, I specify that they are consenting to participating in the research by taking the survey; however, additional precautions may have to be taken (such as formal question in the questionnaire? If so, I can easily add it my survey). [Action: Submit]</td>
</tr>
</tbody>
</table>
Reviewing the Ethics Form

• Click on GREB Standard Application Form tab to review the application one sub-tab at a time. Or, click on “Export to Word” to review the application in a table format.
Remember to go to the Attachments tab to view/print the documents (consent form, letter of information, etc.) that were included with the application.

<table>
<thead>
<tr>
<th>Doc / Agreement</th>
<th>Version Date</th>
<th>File Name</th>
<th>Description</th>
<th>Archive</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE/CCHR Certificate</td>
<td>2016/06/28</td>
<td>Clambert_CORE certificate.pdf</td>
<td>Christine Lambert CORE CertA ...</td>
<td></td>
</tr>
<tr>
<td>Debriefing Form/Letter</td>
<td>2016/06/28</td>
<td>Study 1 Debriefing Letter CLambert June 28.docx</td>
<td>Study 1 debriefing letter</td>
<td></td>
</tr>
<tr>
<td>Debriefing Form/Letter</td>
<td>2016/06/28</td>
<td>Study 2 Debriefing Letter CLambert June 28.docx</td>
<td>Study 2 debriefing letter</td>
<td></td>
</tr>
<tr>
<td>Letter of Information/Consent Form (combined document)</td>
<td>2016/06/28</td>
<td>Online LOI CF CLambert June 21.docx</td>
<td>Combined Letter of Information ...</td>
<td></td>
</tr>
<tr>
<td>Questionnaire</td>
<td>2016/06/28</td>
<td>Questionnaire Battery.docx</td>
<td>Full battery of questionaires</td>
<td></td>
</tr>
<tr>
<td>Recruitment Letter/Email/Notice/Poster</td>
<td>2016/06/28</td>
<td>Lambert Recruitment Message.docx</td>
<td>Mechanical Turk recruitment me ...</td>
<td></td>
</tr>
<tr>
<td>Supervisor's letter/ e-mail</td>
<td>2016/06/28</td>
<td>Lambert Research supervisor Support Letter.pdf</td>
<td>Supervisor's letter of approval ...</td>
<td></td>
</tr>
</tbody>
</table>
Submitting comments/Approving application

Click on “Approval Process” at the top of the application to access the “Work Flow Action” screen.
Submitting Comments/Approving Application

• To add your review to the application:
  – Type in the review in the **Comments** text box;
  – Select one of the four actions;
    • Approve – sends the application to the GREB office with comment: approved at Unit REB level. Those applications will be reported at the annual audit in April.
    • Request Information - returns the application to the PI and team for modifications, changes, corrections, revised documents and resubmission.
    • Forward to Next Signing Authority – forwarding to GREB office for GREB review. The application will the be assigned to either Delegated or Full Board Review.
    • Incorrect Department – returns the application to the PI and team because it has been submitted to the wrong Unit.
  – Click the **Submit** button.
Contacts

• Gail Irving, Ethics Coordinator
  – (613) 533-6000, ext. 78281
  – irvingg@queensu.ca
  – GREB website
    • http://www.queensu.ca/urs/ethics/general-research-ethics-board-greb

• Chair of the Unit, if reviewing for a Unit

• TRAQ Helpdesk
  – (613) 533-6000, ext. 78426
  – traq@queensu.ca