

TRAQ DSS FORM

Checklist for Researchers applying for QUFA

- Visit the TRAQ Researcher Portal Sign On page at queensu.ca/traq/signon to log onto the system.
- Once your **Researcher Portal** opens, click **APPLY NEW** in the upper right of the window.
- Under **Awards**, click the **TRAQ DSS FORM**
- Complete the different tabs of the **TRAQ DSS FORM** as described below.

Project Info tab

- Enter the project title
 - For **Release Time Research** ONLY: add "**internal SRP**" to the project title.
- **Do not enter the start & end date**
- If your project has an international dimension, note the name of the country in the **Keywords** textbox
- If certifications are required for your project, click **Search** under **Related Certifications** to link your certifications (human ethics/biohazards) to your project if the certification has been submitted and is in either **Active** or **Pending**
- Under **Related Certifications**, click **Add New** to make note of any required animal care certification.

Project Team Info tab

- For researchers with cross-appointments: using the **Affiliation** drop down menu, select the department/research centre where the project will be taking
- To transfer role of PI, click **Change PI**, search for PI, click **Select** once PI is identified
- To add team members, scroll down, and click **Add New** under **Other Project Team Members***, click **Search Profiles**, search for team members, click **Select** once team member's name is located

** Project Team Members that are external to Queen's may be added in the Comments box (under PI information). However, any team members who should have access to the TRAQ DSS Form through the Researcher Portal should be added to the Investigator Database and added to the file under Other Project Team Members. To add an external user to the Investigator Database, please contact the [TRAQ Help Desk](#).*

Project Sponsor Info tab

Fund for Scholarly Research and Creative Work and Professional Development

- Click **Add New** to add sponsor
- Click **Agency** and search for the agency by typing **QUEEN'S FACULTY ASSOCIATION** in the **Agency Name** text box or **QUFA** in the **Abbreviation** text box. Click **Select**
- Program name, select: **Fund for Scholarly Research and Creative Work and Professional Development (Adjuncts)** from Program drop down menu
- Use the calendar icon to enter the relevant **Competition Date** for your application.
- Use calendar icon to enter anticipated project **Start Date**, but not earlier than the date on your funding letter.
- Use calendar icon to enter anticipated **End Date**, as per the terms of your funding letter.
- Click **GENERATE** button. This will create a disbursement table. **Please populate Total Requested Cash ONLY in the first disbursement row.**

Release Time Research

- Click **Add New** to add sponsor
- Click Agency and search for the agency by typing **QUEEN'S FACULTY ASSOCIATION** in the **Agency Name** text box or **QUFA** in the **Abbreviation** text box. Click **Select**
- Program name, select: **Release Time Research** from Program drop down menu
- Use the calendar icon to enter **Competition Date** for your application, if unsure use yyyy/09/01 (yyyy/mm/dd).
- Use calendar icon to enter anticipated project **Start Date**, but not earlier than the date on your funding letter
- Do not enter an **End Date** (as per the conditions of Special Research Projects)
- Click **GENERATE** button. This will create a disbursement table. **Please populate Total Requested Cash ONLY in the first disbursement row.**

TRAQ DSS FORM tab

- Answer the questions on sub-tab 1, 2 and 4. (Do not complete sub-tab 3). This sub-tab only needs to be completed for hospital-based projects.)

Attachments tab

- Attach any document(s) identified on the **Checklist** sub-tab of the TRAQ DSS FORM such as: proposal, agreement, budget/budget justification, signing authority form etc.
 - Click **Add Attachment**.
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Approvals tab

- Skip this tab – Approvals tab only needs to be completed for hospital-based projects.
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To submit completed TRAQ DSS

- Click **Submit** button at the top of the screen when ready (Important: PI is the only team member who has access to the **Submit** button.)
- Enter the comment (e.g. "Please review." Or "For your consideration") in **Comments** text box, click the **Submit** button either at the top, or bottom, of the pop up window.

TRAQ Tips!

- TRAQ** is compatible with the following browsers: Firefox, Edge and Chrome.
- TRAQ** does not have an automatic save feature. Please click the **Save** button before moving on to the next tab.
- The application can be submitted when the **Errors** tab (last tab on the right) is no longer visible.

Need Help?

- Contact the [TRAQ Helpdesk](#) at queensu.ca/traq to request assistance.
- For questions regarding the terms of your award, please contact fro@queensu.ca