



Queen's

Tools for



TRAO

Research



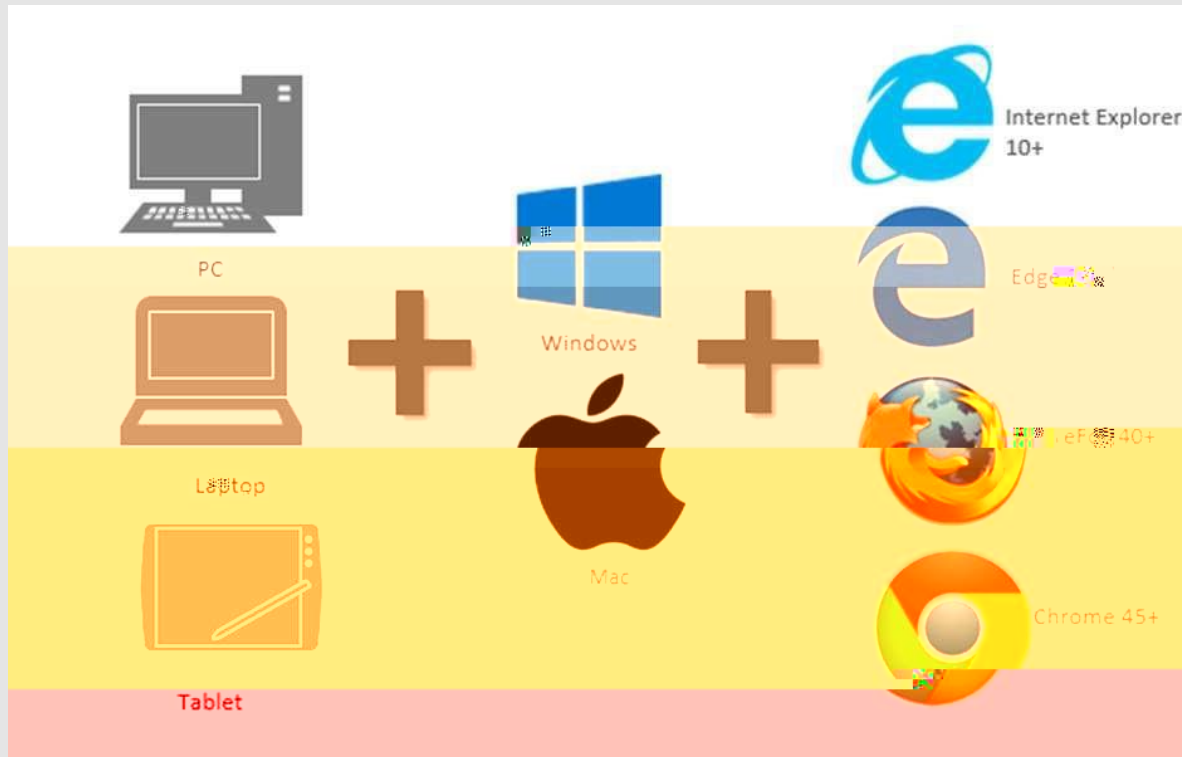
307



114



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Review assignments are accessed through the TRAQ Researcher Portal.

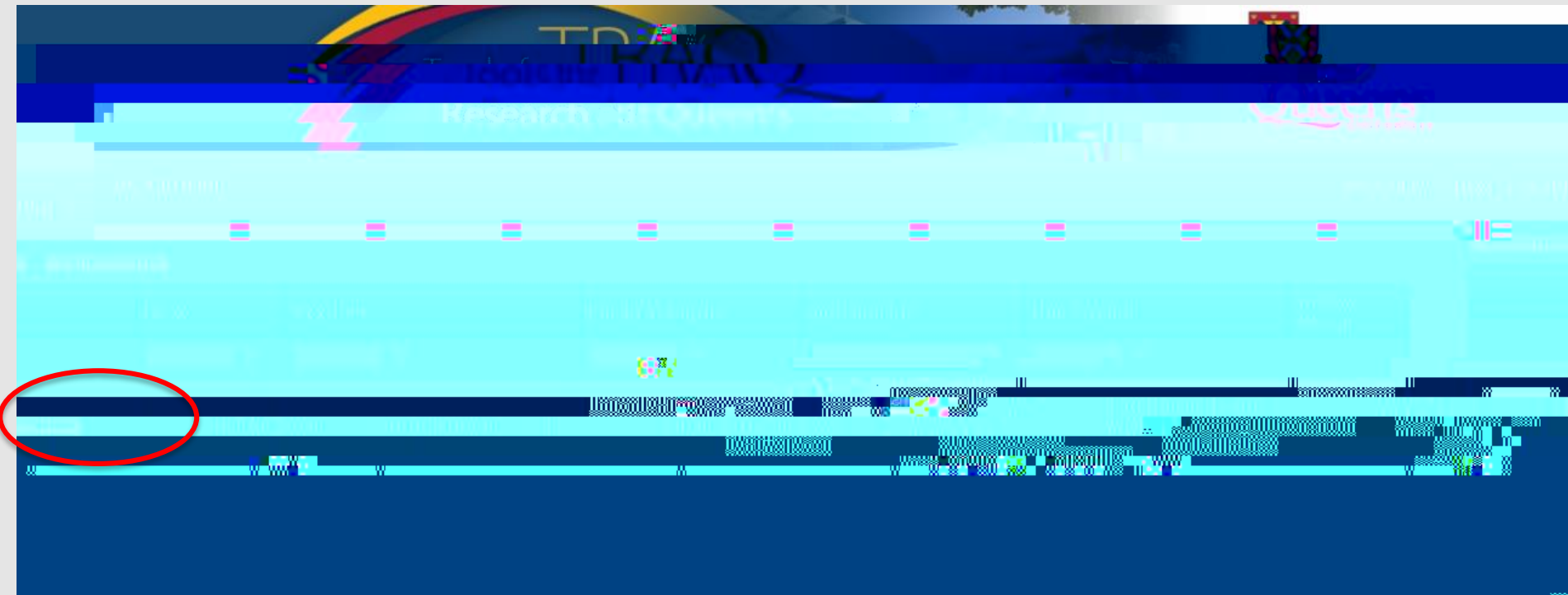
whenever your Unit REB has been assigned to review an ethics application. The link to the TRAQ Portal is included in the email.

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 that may be accessed by clicking





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

Activity Log	Workflow State	Workflow Message	Timestamp
ained in the information I include in the survey. For the	Project Work Flow State has been	The letter of information, debriefing letter, and a recruitment notice is all conta	01/08/2016
	Dra. Submission	Division	



# Queen's

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.

Powered by Process Pathways

Welcome: Researcher Queen's

Application Form

GREB Standard Application Form

Approval Process Close Print Export to Word Export to PDF

1.31 Co-Applicant 2 - ODRE Completion

YES N/A







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Click on "Approval Process" at the top of the application to access the "Work Flow Action" screen

The screenshot shows a web application interface. At the top, there is a navigation bar with several menu items: "Approval Process", "Close", "Print", "Export to Word", and "Export to PDF". The "Approval Process" item is circled in red. Below the navigation bar, there is a main content area. A "Work Flow Action" dialog box is open, showing a "Submit" button and a "Cancel" button. Below the dialog, there is a form with the following fields: "Action:" (with a dropdown menu), "Keywords:" (with a dropdown menu), and "Comments:" (with a text area). At the bottom of the screen, there is a "Submit" button and a "Cancel" button.



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To add your review to the application:

Type in the review in the  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 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  button.



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GREB website

<http://www.queensu.ca/urs/ethics/general-research-ethics-board-greb>

[Online form](#) - \_\_\_\_\_

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