TRAQ DSS FORM
Checklist for Researchers applying for a RIG

Log into MyQueensU/SOLUS portal (www.queensu.ca), locate Research Applications, click on Go to the TRAQ Researcher Portal;
Click Apply New;
Under Awards, click TRAQ DSS FORM;
Complete the different tabs of the TRAQ DSS FORM, as described below.

Project Info tab

- Give your project a 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 is already active, or in progress
- 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 place.

TRAQ DSS FORM tab

- o 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

- o Attach any document(s) identified on the Checklist sub-tab of the TRAQ DSS FORM such as: proposal, agreement, budget/budget justification, etc.
- o Click Add Attachment to add proof of the RIG.

Approvals tab

- o Skip this tab   Approvals tab only needs to be completed for hospital-based projects.