

- 3/4 **Click Apply New**
- <sup>3</sup>/<sub>4</sub> Under Awards, dick TRAQ DSSFORM
- 3/4 Complete the different tabs of the TRAQ DSSFORM, as described below
- o Giveyour project

o link your certifications (human ethics/biohazard) to your

project tif certification is already active, or in progress

- 0 Under Related Certifications, dick Add New to make note of any required animal care certification
- o For researchers with cross-appointments: using the Affiliation drop down menu select the department/research centre where project will be taking place.
- o To transfer the role of PI, clithange P, lsearch for the PI, and clithelectonce PI is identified.
- o To add team members, scroll down, dick Add New under Other Project Team Members\*, dick Search Profiles, search for team members, dick Select once team member is identified
- x Project Team Members that are external to Queen [are to be added in the Comments box (under Pl information). However, any team members who should have access to the TRAQDSS 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 email the TRAQHelp Desk.

Project Sponsor Info tab

o Click Add New to add sponsor