



Queen's

FAQ – How to Submit a

Form

1. Visit <http://www.queensu.ca/traq/signon.html> if you use SSO (Single Sign On) or <https://queensu.researchservicesoffice.com/Romeo.Researcher.Admin/> if you use your full email address as Username.
2. Sign on with your Queen's Net ID (*or full email address) and password.
3. Click the 'EVENTS' link next to the file no **ROLE NUMBER**.
4. Select the form titled **_____** by clicking on its hyperlink under "New Event Forms" section.
5. Complete all fields.
6. Attach all ethics training/CV documents, *as applicable*.
7. Save.
8. Submit.

If you are having problems accessing the application in TRAQ, please contact the TRAQ Help Desk at traq@queensu.ca or call 613-533-6000 x 78426 or submit a [Helpdesk Web Form](#).