



Queen's

FAQ—How to submit a HSREB Annual Renewal Form

1. Visit <http://www.queensu.ca/traq/signon.htm> if you use SSO (Single Sign On) or <https://queensu.researchservicesoffice.com/Romeo.Researcher.Ad> 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 'My Reminders' (if due within 30 day) or 'Applications (Submitted for Review)'
4. Click the 'EVENTS' link next to the file **TRAQ FILE NUMBER**
5. Select the form titled **HSREB Annual Renewal Form** by clicking on its hyperlink under "New Event Forms" section.
6. Complete all fields.
7. Save.
8. Submit.

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If you are having problems accessing the application in TRAQ, please contact the TRAQ Help Desk at traq@queensu.ca call 613-53-6000 x 78426 or submit a [Helpdesk Web Form](#).