INSTRUCTIONS FOR COMPLETING THE RESEARCH AUTHORIZATION FORM (RAF)

Section 1. General Project Information

a. Provide the name of the Principal Investigator. Per SUNY Optometry guidelines, only a faculty or staff member can be a PI of a study (i.e. not an optometry or graduate student).
b. Provide the full name of the study and any abbreviation, if applicable. This title should match what is on the grant submission, contract, etc.
c. Provide a brief project overview/abstract of the study aims.
d. Indicate if the RAF submission is for a new project or a renewal or amendment of a previously approved project. All projects must be re-approved annually prior to IRB/IACUC renewal. Amendments are only required for changes in personnel or budget.
e. Indicate the type of research: human, animal, other. If other, describe (i.e. record review, tissue culture).

Section 2: Funding Information

a. Indicate the type of funding. Check all that apply if there are multiple sources of funding.
b. Fill in the name of the funding agency (i.e. NEI, Alcon Corp, Foundation Fighting Blindness).
c. Indicate the specific type of grant, if applicable (NIH or foundation grant title).
d. Indicate the total project period. The project period should match what is on the grant submission, contract, etc. Include the total time from study start-up and conduct through close-out, etc. Note that awards (accounts) will be set up in the RF system for at least a 1-year period to allow time for receipt of funds, transfer of costs, close-out, etc.
e. Indicate the total funds requested. If the project is longer than one year, include funding for all years. Refer to the Sponsored Program Guide for the most current rates.
f. Indicate the facilities and administrative (F&A, "overhead") rate. Refer to the Sponsored Program Guide for the most current rates.

Section 3: Shared Resources

a. Indicate if the project will require the use of any additional space or institutional resources beyond the investigator's approved lab space/equipment.
b. Indicate if additional equipment outside the investigator's lab will be needed. If it will be borrowed from elsewhere in the college, indicate the name of the equipment and location. If it will be loaned from an outside entity (sponsor), indicate the name of equipment and donor (company). Note that if equipment will be loaned from an outside entity, the Loan Authorization Form must be completed prior to receipt of equipment.
c. Indicate if the study will require additional faculty or staff release time (from clinic, teaching or other assignments). All changes in effort must be approved by the Dean and VP of the UEC (for faculty assigned to clinic) prior to grant submission.

Section 4: Study Personnel and Compliance

a. List all key personnel and indicate if they have completed their ethics (CITI Programs) training. Key personnel include any person who will interact with the subjects and/or who contributes to the scientific development or execution of a project in a substantive, measurable way. This includes faculty, students and staff. Collaborators wo are only receiving/reviewing de-identified information may not be considered key personnel. Once the RAF has been submitted, all indicated key personnel will receive an email which contains the link as to where they can submit their FCOI disclosures/Research Certification.

Section 5: Animal Subjects Research Information

a. Complete and attach an NIH style budget page.
b. List the species of animal being used.
c. List the strain(s) of animals being used.
d. List the number of animals for each species/strain.

Section 6: Human Subjects Research Information

a. List the maximum number of subjects who will be enrolled and indicate of minors will be enrolled. List the primary inclusion and exclusion criteria or generally describe the population that will be recruited.
b. List the primary procedures/tests that will be conducted or equipment that will be used for the study. Indicate if treatment will be proved (e.g. vision therapy, medical treatment) and if participants will be billed for anything.
c. List all locations where subjects will be screened, examined or treated during the study.
d. Describe the study visits. Include the maximum number of study visits, the estimated duration of each study visit and schedule of study visits. For example: 4 visits, each lasting for 1 hour and scheduled over 2 months; or 2 visits lasting 2 hours and 2 hours each, scheduled one week apart.
e. Indicate how potential subjects may be recruited. Note that all recruitment materials (including direct to patient emails, flyers, internet postings, etc.) must be approved by the IRB prior to using.
f. Provide a detailed budget for the study. The following are guidelines for costs associated with each type of clinical research study. If any items are not being covered, indicate why in the notes section.

   Generally, the budget should consider the following:
   - Principal investigator salary offset
   - Offset for other investigators (may be based on FTE or hourly rates)
   - Study coordinator costs
   - Subject payment costs (including Greenphire electronic subject payment costs, as applicable)
   - Start-up/close-out and oversight costs
   - Advertising, recruitment and subject retention costs
   - Institutional review board costs

   Note: Contracts and allowable costs vary widely by sponsor, but total budgets must be sufficient to cover actual costs or have approved cost-share

Section 7: Certification

a. After completing the form, the PI should read and sign.

The completed RAF should be emailed to RAFSubmissions@sunyopt.edu.
PIs may attach any other relevant documents to the email.