

## Instructions on Completing the Research Authorization Form (RAF) Staffing Amendment

- At the top, note the date of the form and the number for the RAF whose personnel list is being amended. ***This form does not need to be submitted when removing study team members.***

### Section 1: General Project Information

- Provide the name of the Principal Investigator (PI). 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).
- Provide the full name of the study and any abbreviation, if applicable. This title should match what is on the grant submission, contract, etc., and it must match the IACUC or IRBNet submission.

### **Staff Information Table:**

- List all key personnel being added, including the Principal Investigator. “Key personnel” includes 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 who are only receiving/reviewing de-identified information may not be considered key personnel.
- List all key personnel’s corresponding role in the study. Some examples of roles include PI, sub-investigator, study coordinator, research assistant, and data analyst. “Student” is not an appropriate entry as it describes someone’s status at the College, not what role they are assuming as part of the study.
- Mark the check box if the personnel has completed the Annual FCOI Disclosure for the current Fiscal Year, which is due every November 1<sup>st</sup>. If they have made any changes with their disclosure between November 1<sup>st</sup> and October 31<sup>st</sup>, please enter the last date when they have made the changes. Record the date of completion in the space provided.
- By marking as “Completed,” the Principal Investigator confirms that listed personnel have completed all required CITI Training Courses. Should there be any key personnel that have not submitted the required annual disclosure or finished CITI Training (new employee, new student, volunteer, etc.), please send an email to [RAFsubmissions@sunyopt.edu](mailto:RAFsubmissions@sunyopt.edu) and indicate the following:
  - Statement that a RAF is currently in the process of submission
  - Title of Research Study
  - First and Last name of Personnel
  - Role in the Study
- Indicate expiration dates for each required CITI Training in the space provided, if completed.

### Section 2: Certification

- After completing the form, the PI should read the certification statement and sign.

**Completed Staffing Amendment forms should be emailed to [RAFsubmissions@sunyopt.edu](mailto:RAFsubmissions@sunyopt.edu).**