



RESOURCE ROADMAP

This roadmap lists helpful documents in the Forms and Template section of IRBNet for each part of the research process.

1

GETTING STARTED

Read these documents if you're new to research at SUNY Opt.

- TIPS - New To Research (Research Education Series) Flyer
- TIPS - Financial Process at SUNY (Research Education Series) Flyer
- College's Human Research Protection Program (HRPP) Policy
- College's Policy re: PI Roles and Responsibilities
- POLICY - Volunteers and Visiting Scholars
- Energizer - Creating an Account

2

TRAININGS

These are the two types of trainings that need to be completed before moving onto the next steps of research.

1. PACS COI
2. CITI Training

3

RAF SUBMISSION

Read this document before you submit your RAF to RAFsubmissions@sunyopt.edu.

- !! PLEASE READ !! - Important Information Regarding the Research Authorization Form (RAF) and Research Authorization Form Staffing Amendment (RAFSA)

There are also instructions for the RAF and RAFSA found on [SUNY Opt's RAF website](#).

4

CHOOSING A RESEARCH CATEGORY

Read these materials if you need help categorizing your research.

- REFERENCE - "Is it Human Subject Research?" Chart
- REFERENCE - Categories of Research that Meet Expedited Review

Also, read the "Review Types at a Glance" section on the [SUNY Opt IRB website](#) for more details on Full Board, Expedited, Exempt, and Ceded studies.

5

BEGINNING TO UPLOAD DOCUMENTS

Read these documents after your RAF is approved and when you're ready to start creating and uploading your study materials for review on IRBNet.

- Energizer - Creating and Submitting a New Project
- Notes - Revising Documents and Managing Document History
- TIPS - Navigating IRBNet (Research Education Series) Flyer
- HOW TO - Name Documents.pdf
- HOW TO - Share a Project with the Study Team in IRBNet
- HOW TO - Lock and Sign a Package with Revisions in IRBNet
- Summary of IRB Document Library Changes
- CALENDAR - SUNY Opt Convened IRB (Full Board) Meeting Dates

6A

PREPARING TO SUBMIT TO THE PRE-REVIEW COMMITTEE

For ALL New, Non-Exempt, & Non-Ceded studies

Read these documents ONLY if your study is new, non-exempt, and non-celed. These studies must have their RAF and Protocol reviewed by the Pre-Review Committee (PRC) before they may proceed to IRB review.

- GUIDE - New Project Part 1 (for ALL Studies Relying only on SUNY Opt IRB)

For help with writing a protocol:

- TIPS - Pre-Screening Process for Research (Research Education Series) Flyer
- TIPS - Protocol and ICF Language Regarding Women of Childbearing Potential (WOCBP) / Pregnancy
- TIPS - Protocol Review
- HOW TO - Lock and Sign a Package with Revisions in IRBNet

7A

PRC CLEARANCE

You may only proceed to IRB review once you officially receive clearance from the Pre-Review Committee (PRC).

If you do not receive clearance, please address all identified issues and return to Step 6A before resubmitting your RAF and protocol for Pre-Review.

8A

PREPARING TO SUBMIT TO THE IRB

Read these documents for requirements per research category and additional tips before your IRB submission.

You also may view any EXAMPLE documents as needed.

- GUIDE - New Project Part 2 (for ALL Ceded Studies)
- GUIDE - New Project Part 2 (for Exempt Studies relying only on SUNY IRB)
- GUIDE - New Project Part 2 (for non-Exempt Studies relying only on SUNY IRB)
- TIPS - Ceded Studies (Research Education Series) Flyer
- TIPS - Exempt Studies (Research Education Series) Flyer

Refer to these resources as needed:

- TIPS - Protocol and ICF Language Regarding Women of Childbearing Potential (WOCBP) / Pregnancy
- TIPS - ICF Documentation (Research Education Series) Flyer
- TIPS - Before you Click Submit (Research Education Series) Flyer
- HOW TO - Lock and Sign a Package with Revisions in IRBNet

6B

PREPARING TO SUBMIT TO THE IRB

For ALL Ongoing studies

For ALL New Ceded & New Exempt studies

Read these documents ONLY if your study is Ongoing or if it is a New Ceded or New Exempt study.

You also may review any EXAMPLE document as needed.

- GUIDE - Amendments (for ALL Studies)
- GUIDE - Closure (for ALL Studies)
- GUIDE - Continuing Review (For ALL Studies)
- HOW TO - Submit a Study Package for an Existing Project in IRBNet
- HOW TO - Lock and Sign a Package with Revisions in IRBNet
- TIPS - Before you Click Submit (Research Education Series) Flyer
- Energizer - Submitting Subsequent Packages (such as Amendments and Continuing Reviews)

END

IRB REVIEW

Once the IRB has reviewed your study, they will issue an official letter and stamp any subject-facing documents. Find the stamped documents using the resource below.

- HOW TO - Find Study Stamped Documents in IRBNet

For more information on the IRB and the Research Process at SUNY College of Optometry, please visit the [IRB website](#).