

RDAF (ROLA) Instructions:

For External Awards (not including: CIHR, NSERC, SSHRC and OGS/ST)

For external research award applications (e.g. Canadian Tobacco Research Initiative, Children's Hospital of Eastern Ontario- which have research budgets and are NOT scholarships, fellowships or salary awards) an internal form called the [Research Data and Approval Form or RDAF \(the electronic version of this form is referred to as a ROLA\)](#) is required for the application to be processed. Please provide the RDAF form in hard copy.

The RDAF (ROLA) must be completed with the student's Supervisor listed as the Principal Investigator (PI), and the student-applicant listed as the Co-Investigator.

A hardcopy of the following documents, in addition to the completed hard copy RDAF (ROLA), must be submitted to the Research Coordinator (room K201D) **at least 3 business days prior to the application deadline:**

- 1) Signature page of the application
- 2) Cover page of the application (if different from the signature page)
- 3) Summary page (a brief outline of your research objectives)
- 4) Budget and budget justification
- 5) Ethics, animal care and/or biohazards approvals (if available)

Once all the forms have been submitted to the Research Coordinator, the necessary signatures will be obtained. **Note:** an "institutional signature," on behalf of the University, requires that the form be reviewed by Research Services, which will then sign on behalf of the corporate University.