

Contact Info

Health Sciences Institutional Review Board (HSIRB)

IRD Building
2020 Zonal Ave., Room 425
Los Angeles, CA 90033
Phone: (323) 223-2340
Fax: (323) 224-8389
E-mail: irb@usc.edu
www.usc.edu/admin/provost/oprs/hsirb/

University Park Institutional Review Board (UPIRB)

837 Downey Way
Stonier Hall (STO) 224a
Los Angeles, CA 90089-0706
Phone: (213) 821-5272
Fax: (213) 821-5276
E-mail: upirb@usc.edu
www.usc.edu/admin/provost/oprs/upirb

Office for the Protection of Research Subjects (OPRS)

3720 South Flower Street, Third Floor
Los Angeles, CA 90089-0706
Phone: (213) 821-1154
Fax: (213) 740-9299
E-mail: oprs@usc.edu www.usc.edu/admin/provost/oprs

IRB Student Mentor

Phone: (213) 821-4219
Email: irbgara@usc.edu
www.usc.edu/admin/provost/oprs/research/mentor.html

iStar Technical Help

Email: istar@usc.edu
Phone: (323) 276-2238
<http://istar-chla.usc.edu>

CITI Helpdesk

Email: citi@usc.edu
Phone: (213) 821-5272
www.usc.edu/admin/provost/oprs/citi



Are Your Students Conducting Human Subjects Research?

ABCs for Faculty Advisors



USC Faculty Advisors (FAs) on student research projects play an important role in human subjects protections. Faculty Advisors bear ultimate responsibility for their students and the ethical conduct of the research. FA efforts and commitment have a significant impact on success of student projects, quality of data, and the time required for IRB approval.

This brochure includes information on:

- A. Faculty Advisor's "Must": expectations for student oversight.
- B. CITI, the online Human Subjects education training program.
- C. iStar, the online IRB application system.
- D. IRB Student Mentor, a grad student who helps students with the IRB process.
- E. Online Resources to aid Faculty Advisors in their role.

A. To Ensure Successful Student Projects—Faculty Advisors Must:

1. adopt an active role in mentoring
2. accept responsibility for students' research: both planning and conduct
3. validate study design and methodology
4. allocate adequate time for each student
5. assure scientific merit in student projects
6. know if an informed consent or a waiver is needed
7. help students determine the level of risk. Is the project less than or greater than minimal risk?
8. know the levels of IRB review: *Exempt*, *Expedited*, *Full Board*, or *"NHSR"*
9. anticipate time required for students to secure IRB approval and conduct the research
10. complete mandatory CITI training

B. CITI

What is CITI?

CITI is the mandatory* online education program required of all USC investigators and key personnel conducting human subjects research. This includes Faculty Advisors and students.
www.citiprogram.org

Which CITI "learner group" should a Faculty Advisor select?

1. Faculty Advisors (without current CITI certification) select *Human Subjects Protections Course*
2. Then select the "learner group" with your designated IRB, and Faculty Advisor option

CITI resources:

www.usc.edu/admin/provost/oprs/citi

iStar: Faculty Advisor Page

USC University of Southern California Children's Hospital International Leader in Pediatrics

Home Committees Studies Reports System Information

Studies > test

Current State

Faculty Review

View Study
Printer Friendly Version
View Changes

My Activities

Faculty Advisor Approve Protocol
Faculty Advisor Request Changes
Configure Email Recipients
Enter Legacy Information

Study: test (UP-08-00168)

Full Title of Study: test

Principal Investigator: Kristin Craun Study Coordinator:

Faculty Ad Review Type: Full Committee Review

History

Activity	Author	Activity Date
Application Submitted to UP IRB	Kristin Craun	6/20/2008 4:04 PM PDT

C. iStar

What is iStar?

iStar is the online USC IRB application submission system.

Why do Faculty Advisors need an iStar account?

Faculty Advisor approval is required in iStar system before a student project can be reviewed by the IRB.

How to obtain an iStar account?

Send an email to istar@usc.edu and include the following:

- Last, First, (middle) name,
- Campus (UPC or HSC),
- School and department,
- E-mail address,
- A request for the “Faculty Advisor” user role in addition to other roles you may need (e.g. PI/Staff).

You should receive your user name and password within 24 hours.

How do you log in to iStar?

- Go to: <http://istar-chla.usc.edu>
- Enter your username and password then click LOGIN.

How to approve a student’s study?

(see diagram above)

- 1) Log in to iStar.
- 2) From the main page, click the study title.
- 3) To **view** the study, click the “Printer Friendly Version” button on the left side of the screen
- 4) To **request changes**, click the “Faculty Advisor Request Changes” button and enter comments into the text box
- 5) To **approve** the study click on the “Faculty Advisor Approve Protocol” button
- 6) Check off the “agree” box,
- 7) And click OK.

D. IRB Student Mentor

The IRB Student Mentor is a Graduate Assistant in the Office for the Protection of Research Subjects (OPRS). As a peer, the Student Mentor counsels USC student investigators on issues related to human subjects protections and the IRB application process. The student mentor provides individual advisement and group workshops.

Staff from the OPRS, HSIRB, and the UPIRB is also available to answer questions and provide guidance.

The student mentor can be reached at: (213) 821-4219 or irbgara@usc.edu

E. Online Resources

HSPP Policies and Procedures:

www.usc.edu/admin/provost/oprs/policies/hspp.html

Human Subjects Research Brochures:

www.usc.edu/admin/provost/oprs/training/brochures.html

IRB/iStar Training Videos:

www.usc.edu/admin/provost/oprs/training/videos.html

Model IRB Applications:

www.usc.edu/admin/provost/oprs/research/templates.html

Forms and Templates:

www.usc.edu/admin/provost/oprs/forms/

Exempt and Expedited Review Categories:

www.usc.edu/admin/provost/oprs/policies/ohrp.html#45CFR46.110

Vice Provost Memo: Reminder of Human Subjects Requirement*

http://www.usc.edu/admin/provost/oprs/private/docs/oprs/CITI_FacultyAdvisor_Reminder.pdf