

MEMORANDUM

TO: USC Researchers Applying for ARRA (American Recovery & Reinvestment Act) Funding

FROM: USC IRBs (Institutional Review Boards)

SUBJECT: American Recovery & Reinvestment Act (ARRA): Funding and IRB Approval

DATE: May 18, 2009

This memo is to alert all USC researchers applying for ARRA funds that the USC IRBs will do everything possible to facilitate your IRB review and approval.

ARRA grant applications that have been funded or will likely be funded will receive priority review by the IRB. Only research projects with a promise of funds should be submitted for IRB review.

To ensure timely review by the IRB:

1. Prepare an IRB application in iStar, but DO NOT submit it to the IRB until it is clear that funding will be awarded.
2. Ensure that all human subjects training requirements for investigators and key personnel are met before submitting the iStar application to the IRB. For more information, see the CITI web site: <http://www.usc.edu/admin/provost/oprs/citi.html>.
3. Once funding is ensured or granted, submit the application to the appropriate IRB.
4. Immediately after submitting the application, notify the IRB by email (see contact information below) that your project is funded by ARRA. Please include in the email:
 - Name of Principal Investigator
 - Title of study
 - iStar application number
 - Date that IRB approval is needed (as specified by the funding agency)

If necessary, the IRB will conduct administrative review of the grant application and provide correspondence acknowledging that the grant has been received. However, this is NOT IRB approval to begin conducting any research using human subjects.

Please contact the IRB with any questions about IRB approval of ARRA-funded research.

- HSIRB: (323) 223-2340 or sjean@usc.edu
- UPIRB: (213) 821-5272 or upirb@usc.edu