

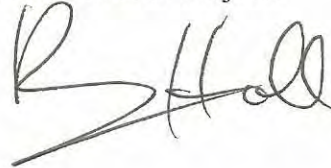
MEMORANDUM

Office of the Provost

Randolph W. Hall, Ph.D.
Vice Provost for
Research Advancement

TO: Faculty Advisors on Student IRB Projects

FROM: Randolph W. Hall



DATE: August 27, 2007

SUBJECT: Reminder of Human Subjects Education Requirement

Faculty advisors who serve on student projects play an important role in human subjects research at USC. Your advice, teaching, and mentoring are invaluable and I thank you for your efforts and commitment.

To complement your advisory role, and to ensure you remain abreast of current human subjects issues, faculty advisors are required to complete the online human subjects education program (CITI). This policy became effective July 1, 2006 (http://www.usc.edu/admin/provost/opr/private/docs/opr/CITI_Memo_32106.pdf). Beginning **October 1, 2007**, this policy will be enforced through the IRB approval process. This means that a student can only receive IRB approval if his or her advisor (as listed in iStar) has completed CITI training.

To expedite completion of the education program, a "short course" has been created in CITI designed specifically for faculty advisors. The course consists of 5 modules and corresponding quizzes and should take 1.5 hours or less to complete. Upon completion of the course, a certificate valid for three years will be issued and automatically uploaded into your iStar account.

To access CITI, click on the following link: <http://www.usc.edu/admin/provost/opr/citi>

If you have any question regarding CITI or the human subjects education policy please contact the Office for the Protection of Research Subjects (OPRS) at (213) 821-1154 or opr@usc.edu.

Also, please note that not all research needs to be submitted to the IRB for approval. The pamphlet "Is Your Project Human Subjects Research" provides guidance on this question (see <http://www.usc.edu/admin/provost/opr/training/brochures.html>).

CC: Susan Rose, OPRS Executive Director
Richard John, UPIRB Chair
Kristin Craun, UPIRB Director
Darcy Spicer, HSIRB Chair
Diana Shycoff, HSIRB Director