



**MEMORANDUM**

**TO:** Vice Presidents, Deans, Directors, Senior Business Officers,  
Principal Investigators

Office of the Provost

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

**FROM:** Randolph W. Hall 

**DATE:** March 21, 2006

**SUBJECT:** Revision to Human Subjects Research Education Program

As part of our efforts to promote the highest ethical standards in the conduct of research, I am announcing a revision to education requirements for investigators who engage in Human Subjects Research. These requirements are designed to ensure that all such investigators have appropriate knowledge of human subject regulations and processes, and that they understand the ethical considerations underlying USC's Human Subjects Protection Program. The new education requirements apply to all faculty, staff, and students who serve as key personnel on a research study, regardless of the funding source.

To fulfill the educational requirement, USC's Office for Protection of Research Subjects (OPRS) is sponsoring a new, online human subjects education program, called CITI (Collaborative IRB Training Initiative). Currently used at 525 institutions, CITI was created, developed, and is maintained by experts in the human subjects research community.

The CITI program will be available beginning May 1, 2006. For the first sixty (60) days, the program will be offered on a voluntary basis. **Beginning July 1, 2006, all key personnel listed on an IRB application will be required to complete human subjects education before the study can be approved.** Current human subjects education certification from the Office of Compliance will remain valid until the certification expires. At that time, investigators will be required to complete the new CITI program.

A fact sheet providing CITI program details and instructions can be found on the OPRS website (<http://www.usc.edu/admin/provost/oprs/citi>).

If there are any questions regarding the new policy or CITI, please contact the OPRS at (213) 821-1154 or [oprs@usc.edu](mailto:oprs@usc.edu).