

Request an iStar account

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

- Last, First, (middle) name,
- Campus (UPC or HSC), department,
- E-mail address,
- Request the “Faculty Advisor” user role in addition to other roles you may need.

If you have an iStar account, email istar@usc.edu to confirm you have the Faculty Advisor role (in addition to any roll you have as a PI). You should receive your user name and password within 24 hours.

Online Resources

HSPP Policies and Procedures:

<https://oprs.usc.edu/policies-and-procedures/>

Human Subjects Research Booklets:

oprs.usc.edu/booklets

iStar Information:

oprs.usc.edu/istar

Model IRB Applications:

<https://oprs.usc.edu/model-irb-applications/>

Forms and Templates:

oprs.usc.edu/forms

Exempt and Expedited Review Categories:

oprs.usc.edu/exempt

oprs.usc.edu/expedited

Contact Info

University Park Institutional Review Board (UPIRB)

Credit Union Building (CUB), Suite 301

3720 S. Flower Street

Los Angeles, CA 90089

Phone: (213) 821-5272

Fax: (213) 821-5276

E-mail: upirb@usc.edu

oprs.usc.edu/upirb

Health Sciences Institutional Review Board (HSIRB)

General Hospital, Suite 4700

1200 North State Street

Los Angeles, CA 90033

Phone: (323) 223-2340

Fax: (323) 224-8389

E-mail: irb@usc.edu

oprs.usc.edu/hsirb

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

oprs.usc.edu

IRB Student Mentor

Phone: (213) 821-4219

Email: irbgara@usc.edu

oprs.usc.edu/about/#studentmentor

iStar Technical Help

Email: istar@usc.edu

Phone: (323) 276-2238

istar.usc.edu

CITI Helpdesk

Email: citi@usc.edu

Phone: (213) 821-5272

oprs.usc.edu/citi

ABCs for Faculty Advisors



At USC, faculty who supervise student research are called Faculty Advisors (**FAs**). FAs play an important role in human subjects protections. The FA bears ultimate responsibility for the ethical conduct of research carried out by the student. The time and effort FAs dedicate to their students has a considerable impact on student projects, quality of data, and the time required for IRB approval.

This brochure includes information on:

- ✓ Faculty Advisor responsibilities
- ✓ Student Investigator Responsibilities
- ✓ Online Human Subjects training (CITI)
- ✓ The IRB application system (ISTAR)
- ✓ IRB Student Mentor

Faculty Advisors must:

- Take an active role in mentoring
- Assume responsibility for students' research: both planning and conduct
- Validate study design and methodology
- Allocate adequate time for each student
- Assure scientific merit in student projects
- Know if an informed consent or a waiver is needed
- Help students determine the level of risk: Is the project less than or greater than minimal risk?
- Know the levels of IRB review: *Exempt*, *Expedited*, *Full Board*, or *"NHSR"*
- Anticipate time required for students to secure IRB approval and conduct the research
- Complete mandatory Human Subjects training (CITI)

Student Investigators must:

- Work with the advisor to develop a study design with merit
- Meet regularly with the advisor to report their progress
- take online human subjects education training (CITI)
- after the FA approves, submit an application to the IRB
- obtain IRB approval before initiating any research activities
- inform the IRB of all proposed changes or additions to the previously approved study before implementing them

- report unanticipated problems involving risks to subjects or others and adverse events to the IRB
- inform the IRB of study closure or termination

What is CITI?

CITI provides the online Human Subjects training course that is required of all USC investigators and key personnel conducting human subjects research. This requirement includes Faculty Advisors and students.

CITI enrollment page: www.citiprogram.org

FAQs about CITI: <http://oprs.usc.edu/citi>

What is iStar?

iStar is the online IRB application submission system used at USC. Faculty Advisor approval is required in iStar prior to student project review by the IRB.

How to approve a student's study

(see diagram below)

- 1) Log into 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.

The screenshot displays the iStar: Faculty Advisor Page for a study titled "test" (UP-08-00168). The page is divided into several sections:

- Current State:** Includes buttons for "View Study", "Printer Friendly Version", and "View Changes". A red box highlights the "View Study" button with the annotation "6) View the study".
- Study Information:** Shows the "Full Title of Study" as "test", "Principal Investigator", "Study Coordinator", "Faculty Advisor", and "Review Type" as "Full Committee Review".
- My Activities:** Lists activities such as "Faculty Advisor Approve Protocol", "Faculty Advisor Request Changes", "Configure Email Recipients", and "Enter Legacy Information". A red box highlights the "Faculty Advisor Approve Protocol" button with the annotation "8) Approve the study for forwarding to IRB". Another red box highlights the "Faculty Advisor Request Changes" button with the annotation "7) Requests changes from student".
- History:** Shows a list of activities, including "Application Submitted to UP IRB" on 6/20/2008 4:04 PM PDT.

The page header includes the USC logo, University of Southern California, and Children's Hospital Los Angeles. The navigation bar includes links for Home, Committees, Studies, Reports, and System Information.