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

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
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)

- 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](http://www.citiprogram.org)
FAQs about CITI: [http://oprs.usc.edu/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.