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Instructions for Obtaining an iStar Account

1. Go to iStar.usc.edu. You are now on the iStar homepage.

2. In the left column under “General Information”, click on “Obtaining an iStar Account.” This link will take you to the registration page.
3. Read through the “USC Training Requirements” at the top of the “Obtaining an iStar Account Page.”

**For UPC (University Park Campus) and HSC (Health Science Campus) users:**

**USC Training Requirements:**
- Human Subjects Training: Training taken through the CITI (Collaborative IRB Training Initiative) program is mandatory for Principal Investigators and Key Personnel conducting human subjects research. All key personnel involved with a study are required to complete this online training program. Confirmation of educational certification will be required prior to the approval of research projects submitted to the IRB. Please see the current information regarding CITI training at USC on the OPRR (Office for the Protection of Research Subjects) website.
- Good Clinical Practice (GCP) is also taken through the CITI (Collaborative IRB Training Initiative) program. It is mandatory for Principal Investigators and Key Personnel conducting Full Board clinical trials research. For more information about GCP training requirements at USC, please visit the OPRR website.
- You can complete CITI training before obtaining an iSTAR account. The CITI and iSTAR systems operate independently of one another. Any CITI questions, please contact the USC CITI Help Desk at (213) 821-0272 or email citi@usc.edu.
- HIPAA (Health Insurance Portability and Accountability Act) training is a requirement for all faculty, USC staff employees, students, volunteers, agents, and other certain individuals who have access to patient health information (PHI). This course can be taken online through the USC Office of Compliance website. For more information about HIPAA requirements at USC, please visit the OPED HIPAA page.

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For UPC (University Park Campus) and HSC (Health Science Campus) users: Return to Top

USC Training Requirements:
- Human Subjects Training: Training taken through the CITI (Collaborative IRB Training Initiative) program is mandatory for Principal Investigators and Key Personnel conducting human subjects research. All key personnel involved with a study are required to complete this online training program. Confirmation of educational certification will be required prior to the approval of research projects submitted to the IRB. Please see the current information regarding CITI training at USC on the OPRR (Office for the Protection of Research Subjects) website.
- Good Clinical Practice (GCP) is also taken through the CITI (Collaborative IRB Training Initiative) program. It is mandatory for Principal Investigators and Key Personnel conducting Full Board clinical trials research. For more information about GCP training requirements at USC, please visit the OPRR website.
- You can complete CITI training before obtaining an iSTAR account. The CITI and iSTAR systems operate independently of one another. Any CITI questions, please contact the USC CITI Help Desk at (213) 821-0272 or email citi@usc.edu.
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```

4. Then complete the registration form underneath the training requirements. **Field-specific instructions are included on page 4.** Information provided at the time of registration can be updated by IRB or iStar staff as needed in the future.

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If you plan to conduct research at USC, complete the following form and submit it. Following verification of your information, your account will be activated, and you will get an email with your login and password. For the required email address, please use a business/University email address (if you have one).

Please note that the form will only show up for persons not logged in to iStar:

<table>
<thead>
<tr>
<th>Field</th>
<th>First</th>
<th>Middle</th>
<th>Last</th>
<th>Credentials</th>
</tr>
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<tbody>
<tr>
<td>Name</td>
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<tr>
<td>Title/Position</td>
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<td>Position Type</td>
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<tr>
<td>If “Other”, Position Name</td>
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<tr>
<td>Employer/Affiliation</td>
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<tr>
<td>If “Other”, Employer Name</td>
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<tr>
<td>Employee ID:</td>
<td></td>
<td>(IF USC, use 8 digit USC ID)</td>
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<tr>
<td>Associated Dept/Division</td>
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</tr>
<tr>
<td>Email</td>
<td></td>
<td>(USC email address is preferred)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Phone:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Contact Number (Cell/Pager):</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Research will be with:
- [ ] Human Subjects
- [ ] Animals

* Required
```

Register
Instructions for Completing the Registration Form:

**Name:** Provide your First, Middle and Last name. The middle name field is particularly crucial if you have a common last name.

**Credentials:** List any degrees you have acquired (M.D., Ph.D, etc.)

**Title/Position:** Write your job title, or research role. For example: Undergraduate Researcher, Clinical Research Coordinator, Associate Professor, etc.

**Position Type:** From the dropdown menu, select whether you are:

- Faculty
- Staff
- Visiting Scholar
- Post-Doc, Fellow or Resident
- Graduate Student
- Undergraduate Student
- Volunteer
- Other (if you select this option, provide your Position Name in the space provided)

**Employer/Affiliation:** From the dropdown menu, indicate the site where you are employed or affiliated.

Note: this is not necessarily the location where your research is taking place:

- USC
- CHLA
- LAC+USC Hospital
- Other (if you select this option, provide your Employer/Affiliation in the space provided)

**Employee ID:** If you have a 10-digit USC number, provide that here. If you have an employee or student number through a different affiliation, include that here. **Otherwise, write N/A.**

**Associated Department/Division:** Using the “Select” menu, set the filter to Organization and type in a key word to search for your department. You may have luck searching for your specialty (i.e. “anesthesiology”), though some departments are organized by name (“Rossier School of Education” can be found by searching “Rossier” but not “Education”).
Email: Provide your USC email if you have one; otherwise a work or personal email address is fine. Be sure to use an address you check frequently, as any study update alerts will go to this email.

Business Phone: Provide your business phone if you have one; otherwise a home or mobile number is fine. This number will appear in your iStar profile in case your research team or an IRB staff member needs to contact you.

Emergency Contact Number: Provide a mobile or pager where you can be reached if immediate contact is necessary. This number will appear in your iStar profile in case your research team or an IRB staff member needs to contact you.

Research Will Be With: Using the checkboxes provided, indicate whether you are conducting research with Human Subjects or Animals. You may select either option, both options, or neither, as appropriate.

5. Once all the fields are complete, click the “Register” button at the right side of the screen.

Following verification of your information, your account should be activated by the iStar staff within 2-3 business days. At this point, you will receive an email from iStar with your login and temporary password information (you will be able to choose your password upon first login).

If you do not receive an email informing you of your account activation and log in information after 3 business days, send an email to iStar@usc.edu requesting an update.
Logging in to iStar

1. Once you receive your iStar log-in information via email, follow the instructions provided in the email for logging in to iStar with your iStar-generated username and temporary password and for creating your permanent password.

2. For all future logins, visit iStar.usc.edu and click either “Login” button in the top right corner of the page.

3. Then, enter your username and permanent password into the text boxes provided and press the “Login” button.
Submitting an IRB Application through iStar

1. Once you are logged in, you will find yourself on your iStar homepage. You can find this page at any time by clicking on the “My Home” tab in the red bar in the upper right hand corner of your screen.

2. Notice at the left side of the page you will see your user role (“PI and Staff”). You may have additional user roles, such as “Faculty Reviewers” if you are a Faculty Advisor, that you can click on to fulfill those particular responsibilities. But you will need to be in your “PI and Staff” role in order to submit study applications to the IRB.
3. To submit a new **Human Subjects Research** application, be sure you are in your “PI and Staff” role, and then click on the “New Study” button on the left side of the page.

![New IRB Study](image)

This will open up an IRB application. If you need assistance filling out an IRB application, visit the OPRS website to view sample applications ([https://oprs.usc.edu/review/modelirb/](https://oprs.usc.edu/review/modelirb/)) or contact the IRB. OPRS also offers guidance on the types of available review ([https://oprs.usc.edu/review/typesofirb/](https://oprs.usc.edu/review/typesofirb/)). Feel free to contact the IRB as well if you have questions about what type of review would be appropriate for your study.

4. To submit a new **Not Human Subjects Research** application, be sure you are in your “PI and Staff” role, and then click on the “NHSR” button on the left side of the page.

![Does my project qualify as Not Human Subjects Research? (USC Only)](image)

This will open up a NHSR application. If you need assistance filling out a NHSR application, visit the OPRS website to view sample applications ([https://oprs.usc.edu/review/modelirb/](https://oprs.usc.edu/review/modelirb/)) or contact the IRB. OPRS also offers guidance on what qualifies as NHSR ([https://oprs.usc.edu/upirb/#nhsr](https://oprs.usc.edu/upirb/#nhsr)). Feel free to contact the IRB as well if you have questions about what type of review would be appropriate for your study.

**Please note:** while NHSR studies do not require “IRB review” they still should be submitted to the IRB through the NHSR application. If the IRB agrees that the study qualifies as NHSR, it will issue a formal letter notifying you of the NHSR determination. The IRB may find, however, that the study falls under the purview of Human Subjects Research and require you to resubmit the study using the “New Study” button, as discussed in Step 6.
5. While you are working on your HSR or NHSR study application, you will be able to access it from your study inbox, which you can find in the center of your “My Home” page. In the “PI and Staff” role, when a study is in your inbox, you will either be able to make edits to it or read through the content, depending on whether you have full or read-only access.

Once you submit your study to the IRB, it will leave your inbox, so you will no longer have editing access to the study. It may be returned back to you during the review process, in which case, you will again be able to edit the study. But once you have made the required changes and again submitted your study, you will no longer see it in your inbox.
6. To check the status of your study once it is out of your inbox, click on the “IRB Studies” tab at the top of your screen. Then click on the “All Studies” tab at the center of your screen. You will see all of the studies that you have been, or are currently involved with. Under the “State” column, you will see the states they are currently in.

From the IRB Studies page, you can also see the current state by clicking on the study ID number (in the far left column; circled above). This will bring up the homepage for the individual study. The study state is listed on the left side of the page (circled below).

For a detailed explanation of the different iStar submission states you might encounter, see the list that follows:
IRB submission states:

- **Pre-Submission:** HSR studies that are in the “pre-submission” state will have a study ID beginning with APP. This means they have not yet been submitted to the IRB for review. As the PI or a co-investigator, you will be able to see and/or edit the study in your inbox. (Once you hit submit, studies sent to the UPIRB will be given a new study ID beginning with UP, while studies sent to the HSIRB will be given a new study ID beginning with HS). NHSR studies, whether in “pre-submission” or having being submitted to either IRB, will have a study ID beginning with IIR.

- **Faculty Review:** If you are a student, your study will go to your Faculty Advisor for review before being sent to the IRB. He or she will be alerted that there is a study in his/her inbox via an automatically generated email that comes from the iStar system.

- **Changes Required by Faculty Advisor:** If your Faculty Advisor reviews your study and finds that additional changes are necessary, he or she will send it back to you through iStar (it will appear back in your inbox, with an email from the iStar system to alert you of its arrival). Once you make the recommended changes, the study will go back to your Faculty Advisor (and return to the “Faculty Review” submission state), with this process continuing until both parties are satisfied with the application, and the study is at last sent to the IRB.

- **Departmental Review:** More common for HSIRB studies, the department overseeing the area of research being conducted must sign off on the protocol before the application can go to the IRB.

- **Awaiting IRB Administrator Assignment:** Once your study has been submitted to the IRB (after undergoing Faculty Review, if necessary), it will remain in the IRB inbox until an IRB Administrator is ready to take ownership of it.

- **Staff Review:** Once an IRB Administrator is ready to review the study, he or she will take ownership of it. It will appear in his or her inbox such that the administrator can make the necessary study edits during the review process. After an administrator takes ownership of a study, he or she will be in charge of reviewing the study through its entire course, from initial submission to amendments and continuing reviews.

- **Changes Required by IRB Staff:** If your IRB Administrator reviews your study and finds that additional changes are necessary, he or she will send it back to you through iStar (it will appear back in your inbox, with an email from the iStar system to alert you of its arrival). Once you make the recommended changes, the study will go back to your IRB Administrator (and return to the “Staff Review” submission state), with this process continuing until both parties are satisfied with the application, and the IRB Administrator has enough information to advance the study through the review process.
• **In Expedited/Exempt Review:** Once the IRB Administrator has enough information to move the study forward, it will either go to the IRB Chair for review (if Expedited) or remain with the Administrator who will make a review determination.

• **In Expedited Review Awaiting Correspondence:** Once the IRB Chair has had a chance to conduct his or her review of the Expedited study, it will be returned to the IRB Administrator who will draft a correspondence letter to announce the review decision.

• **Contingencies Pending:** The IRB Chair and/or Administrator might determine that further information about the protocol or changes to the study design are needed before a review determination can be made. In this scenario, the study will be returned to you so these contingencies can be addressed. (For students, changes will need to go back through your faculty advisor before returning to the IRB).

• **IRB Staff Contingency Review:** Once you re-submit your study application with the contingencies addressed (including a point-by-point response where you outline the changes made), the IRB Administrator will once again review your study to make sure all necessary points are clarified.

• **Contingency Verification:** For Expedited studies, any required contingencies will need to be reviewed by the IRB chair, who will then make his or her determination. Once this review is complete, the study will go back to the IRB Administrator (and return to “IRB Staff Contingency Review”), who will draft a correspondence letter to announce the review decision.

• **Approved:** If the IRB determines that you have satisfied all conditions and that your protocol meets the regulatory requirements for protecting human subjects, the study will be approved for an amount of time listed in the IRB approval correspondence.
Reportable Events, Amendments and Continuing Reviews in iStar

1. Only action items will appear in your inbox. For studies that have been approved and require no more action on your part, you can find them by first clicking on the “My Home” tab in the upper right hand corner of your screen, and then selecting the “IRB Studies” tab from the menu bar in the middle of the screen. To open up the study home page, click on the blue study title.

2. In the study homepage, you will see a new list of menu options on the left side of the page, including buttons for Reportable Events, Amendments and Continuing Review.
3. **Reportable Events:** Should any reportable event emerge in the course of your research, you will want to alert the IRB through iStar using the “New Reportable Event” button.

This form is appropriate for:

- Internal Unanticipated Problems or Adverse Events (Initial and Follow-Up Reports)
- External Unanticipated Problems or Adverse Events (Initial and Follow-Up Reports)
- Data Safety Monitoring Reports
- Protocol Deviations or Errors
- Protocol Changes Initiated to Eliminate Immediate Hazards
- Participant or Other Complaints
- IDE Annual Reports

The reportable events form resembles the IRB application in that you will be asked to complete a series of questions about the event in question as well as your proposed strategy for managing it. If you need assistance filling out the Reportable Events form contact the IRB.

4. **Amendments:** Should you need to make any changes to your protocol during the course of your study, you will want to obtain approval from the IRB first through iStar using the “New Amendment” button.

This form is appropriate for amendments of all types, including:

- Editorial
- Drug or Device
- Funding
- Informed Consent and/or Addenda
- Investigator’s Brochure/ Package Insert
- Number of Subjects
- Recruitment Materials
- Procedures
- Protocol (HSC and CHLA Only)
- Risks/Harms
- Study Personnel
- Subject Population
- Subject Reimbursement/ Compensation
- Other
The amendments form resembles the IRB application in that you will be asked to complete a series of questions about the protocol changes you plan to make. If you need assistance filling out the Amendments form contact the IRB.

5. **Continuing Reviews:** As Expedited or Full Board studies are reaching their expiration date, can you submit a request to continue the study to the IRB through iStar using the “New Continuing Review” button.

This form is appropriate for continuing reviews of different study statuses, including:

- Enrolling New Subjects/Data/Specimens
- Enrollment Permanently Closed – Study Treatment or Study Intervention Continues
- Enrollment Permanently Closed – Collecting Data Only
- Data Analysis Only
- Closed/Final Report – All Study Activities Are Completed

The continuing reviews form resembles the IRB application in that you will be asked to complete a series of questions about the protocol changes you plan to make. If you need assistance filling out the Continuing Review form contact the IRB.
Instructions For Registering for CITI

1. Go to CITIProgram.org. You are now at the CITI homepage.

2. In the upper right-hand corner, or on the right side of the page, click on “Register.” This will begin the registration process, which is described in detail, starting on page 17.
Step 1. Select Your Organization Affiliation.

In the text box provided, type “University of Southern California”. It will auto-populate with available options as you type.

Step 2. Personal Information.

Provide your first and last name in the available spaces, as well as a primary and secondary email (retype each to verify). Be sure that your primary email is the same email you used to request your iStar account. If convenient, your USC email should be your primary and your personal or business email should be your secondary.
Step 3. Create your Username and Password.

Your username is not case sensitive and should consist of 4-50 characters. Enter it once.

Your password is case sensitive and should consist of 8-50 characters. Enter it and retype in the next box to verify. You may find it convenient to use the same username and password for both your iStar and CITI accounts.

From the Security Question dropdown menu, select a question that you will remember the answer to if you need to reset your account, and type the answer in the subsequent box.
Step 4. Gender, Ethnicity and Race

In the first section, “Your Gender Is”, indicate whether you identify as Male, Female, or if you would rather not disclose.

In the second section, “Your Ethnicity Is,” indicate whether you identify as Hispanic or Latino, Not Hispanic or Latino, or if you would rather not disclose. You can only make one selection.

In the third section, “Your Race Is,” indicate whether you identify as American Indian or Alaska Native, Black or African American, Asian, Native Hawaiian or Other Pacific Islander, White, or if you would rather not disclose. You may select all categories that apply.
Step 5. Continuing Education Units

Indicate whether or not you are interested in receiving Continuing Education Unit (CEU) credits (for purchase) for completing CITI Program courses, and what type of credit you would like to earn (if applicable). Also indicate whether you would be interested in participating in research surveys at a later date to help improve the CITI Program course offerings.
Step 6. Requested Information

**Contact Telephone Number:** Provide your Contact Telephone Number in the box provided.

**USC Ten-Digit ID:** Supply your 10-digit USC ID number if you have one; otherwise, write “None.”

**iStar Username:** If you have already received an iStar username, include it here. Otherwise, write “None.” You can always update this field when you become an active iStar user.

**Department:** Indicate your department where you work, or which is overseeing your research.

**Learner Category:** From the dropdown menu, select whether you are:
- Undergraduate Student
- Graduate Student
- Postdoc
- Staff
- Faculty
- Non-USC
Step 7. CITI Course Enrollment Procedure

Read the descriptions of the five available CITI programs at USC to determine which certifications are necessary for your research, as well as the four possible groups you could fit into if you are conducting human subjects research. Then answer the two questions that follow, described on page 23.

Note: required certifications will differ by campus and according to the nature of your research. Be sure to check with your research supervisor to find out which certifications you will need.

Select Curriculum - University of Southern California

* indicates a required field.

CITI Course Enrollment Procedure

Welcome to the USC-CITI educational online program. Please select the appropriate program below (choose all that apply):

- Human Subject Protections (Satisfies IRB requirement for human subjects training)
  This program is mandatory for all investigators and key personnel conducting human subjects research. The program covers the basics in human subjects research: ethics and principles, laws and regulations, informed consent, vulnerable populations, and more.

- Good Clinical Practice (Does NOT satisfy IRB requirement for human subjects training)
  This program is mandatory for all investigators and key personnel conducting Full Board clinical trials research and highly recommended for all biomedical researchers and staff. Good Clinical Practice (GCP) is the international ethical and scientific quality standard for the design, conduct, performance, monitoring, auditing, recording, analysis, and reporting of clinical trials that involve human subjects.

- Responsible Conduct of Research (Does NOT satisfy IRB requirement for human subjects training)
  This program is mandatory for students supported by the National Science Foundation (NSF). Ethical and responsible conduct of science and engineering research is critical for excellence and public trust in the research.

- Conflict of Interest (Does NOT satisfy IRB requirement for human subjects training)
  This program is required for all investigators supported by HHS funding. For more information, visit: http://rooc.usc.edu/hhs-required-col-training

- Generic Classroom (Does NOT satisfy IRB requirement for human subjects training)
  This program is offered as a classroom exercise for students. Students select two modules each from Human Subjects Protection and Responsible Conduct of Research programs.

(If HS is selected) Choose your group based on your campus:

- Health Sciences Campus – Medical Students and those conducting Exempt Research
- Health Sciences Campus – Investigators: Key Personnel and HSIRB Members/Staff
- University Park Campus – Students, faculty advisors, and those conducting exempt research
- University Park Campus – Faculty/Staff Investigators: Key Personnel, and UPIRB Member/Staff
**Question 1:** Indicate which CITI categories you want to participate in at this time. You can adjust your course selections at any time as your research needs change. **Note:** only the Human Subjects Research module qualifies for the Human Subjects requirement.

<table>
<thead>
<tr>
<th>Question 1</th>
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<tbody>
<tr>
<td>Please choose the appropriate category below:</td>
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<tr>
<td>Choose all that apply</td>
</tr>
<tr>
<td>☐ Human Subjects Research (see question 2)</td>
</tr>
<tr>
<td>☐ Responsible Conduct of Research (RCR)</td>
</tr>
<tr>
<td>☐ Good Clinical Practice (GCP)</td>
</tr>
<tr>
<td>☐ Conflict of interest</td>
</tr>
<tr>
<td>☐ Generic Classroom</td>
</tr>
</tbody>
</table>

**Question 2:** If you selected “Human Subjects Research” in Question 1, you will also want to choose your group in Question 2, based on the campus you are mainly affiliated with and your research role. You can adjust your groups at any time as your research needs change.

<table>
<thead>
<tr>
<th>Question 2</th>
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</thead>
<tbody>
<tr>
<td>Choose your group based in campus.</td>
</tr>
<tr>
<td>Choose all that apply</td>
</tr>
<tr>
<td>☐ Health Sciences Campus - Medical Students and those conducting Exempt Research</td>
</tr>
<tr>
<td>☐ Health Sciences Campus - Investigators, Key Personnel, and HSIRB Members/Staff</td>
</tr>
<tr>
<td>☐ University Park Campus - Students, faculty advisors, and those conducting exempt research</td>
</tr>
<tr>
<td>☐ University Park Campus - Faculty/Staff Investigators, Key Personnel, and UPIRB Members/Staff</td>
</tr>
<tr>
<td>☐ Not at this time.</td>
</tr>
</tbody>
</table>
Your CITI Homepage

1. Once you register for an account, you will be taken to your home page where you will see your available certification courses, based on the questions you answered in Step 7 of the registration process. To begin a course, click on the blue course title.

2. If you need to make any changes to your course selections including adding or deleting a course or changing between the University Park and Health Science Campuses, scroll down to the section at the bottom of the main menu page called “My Learner Tools for University of Southern California”. Then click on the link: “Add a Course or Update Learner Groups”.
You will be taken back to Step 7 of the registration process (page 22). Check or uncheck the boxes accordingly to select the courses you need. If you uncheck a course that you have already started or completed, you will not lose your progress; rechecking the course will return it to the main menu in its most recent state of completion.

3. If you need to affiliate with another institution to fulfill their research requirements, click the blue bar that offers this option at the very bottom of the main menu. This will take you back to Step 1 of the above registration process, though the steps may differ for the new organization.
General Instructions for Completing a Course

1. Once you click on the blue course title, you will be taken to the homepage for the course.

   At the top of the course homepage, you will see a gray box with instructions for passing the course, including the number of modules you will need to complete, the average score you will need to obtain, and your current score.

   ![Course Homepage Screenshot]

2. Each course has a required number of modules that you will need to complete to pass the course (the example above, featuring the “Generic Classroom in Human Subject – Stage 1” course shows that you will need to complete 2 of the 36 available modules to pass, though the number of modules you will need to complete varies across courses).

   Modules consist of text, pictures, video and exercises that teach a certain concept. At the end of each module, you will be asked to complete a series of questions demonstrating your understanding of the topic being taught.

3. All modules must be passed with an average score of 80%. You may retake modules to increase your score; however, your score on the final module will not be adjustable, so you will want to make sure you have a strong average going into this last module so you don’t have to retake the entire course. Courses are not timed, and can be completed over multiple sittings.

4. To start a new course, first click on the blue Integrity Assurance link in the top section, circled above. You will be asked to agree to the statement depicted on page 27.
Then, click on the blue title of any desired module to start the course.

5. Once you have started a module, its status on the course homepage will be updated to reflect that it is “incomplete”; upon completion, its status will be changed to its completion date and you will see your score in the adjacent column. The example below may contain different modules than you have chosen, but demonstrate how scores and completion dates are displayed.
1. Once you have completed all of the modules in a course, you will see your “completed gradebook” including your cumulative score for the course. You may come back to these completed modules at any time to review the topics covered in the course. The example below may not reflect the course you have taken, but demonstrates how the completed gradebook is displayed.

![Completed Gradebook Example](image)

### RCR at USC - Basic Course

<table>
<thead>
<tr>
<th>Modules</th>
<th>Already Taken?</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Using Animal Subjects in Research (RCR-Interdisciplinary) (ID: 12301)</td>
<td>01/15/14</td>
<td>5/5 (100%)</td>
</tr>
<tr>
<td>Conflicts of Interest (RCR-Biomed) (ID: 1622)</td>
<td>01/15/14</td>
<td>6/6 (100%)</td>
</tr>
<tr>
<td>Collaborative Research (RCR-Biomed) (ID: 1450)</td>
<td>01/15/14</td>
<td>5/5 (100%)</td>
</tr>
<tr>
<td>Research Involving Human Subjects (RCR-Interdisciplinary) (ID: 13566)</td>
<td>01/15/14</td>
<td>5/5 (100%)</td>
</tr>
<tr>
<td>Authorship (RCR-Biomed) (ID: 1380)</td>
<td>01/14/14</td>
<td>5/5 (100%)</td>
</tr>
<tr>
<td>Peer Review (RCR-Biomed) (ID: 1368)</td>
<td>01/14/14</td>
<td>8/8 (100%)</td>
</tr>
<tr>
<td>Mentoring (RCR-Interdisciplinary) (ID: 1250)</td>
<td>01/14/14</td>
<td>5/5 (100%)</td>
</tr>
<tr>
<td>Research Misconduct (RCR-Biomed) (ID: 1215)</td>
<td>01/13/14</td>
<td>5/5 (100%)</td>
</tr>
<tr>
<td>Data Management (RCR-Biomed) (ID: 1308)</td>
<td>01/13/14</td>
<td>5/5 (100%)</td>
</tr>
</tbody>
</table>
2. At the completion of each course, a completion certificate will be generated for your records.

Provide an email or print copy of this certificate to your research supervisor. If you have an iStar account, the UPIRB will link your CITI certificates to your iStar account so that you can participate in research on either campus at USC. Only Human Subjects and Good Clinical Practice certificates are stored in the iStar system, though you can access all of your competed certificates indefinitely through the CITI website.
3. Back on the Main Menu page, you will also be able to see the completion statuses of the various courses you are enrolled in.

Under the status column, completed courses will list the date that the course was passed, while partially completed courses will read “Incomplete” and courses you have yet to take will read “Not Started.”

<table>
<thead>
<tr>
<th>University of Southern California Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
</tr>
<tr>
<td>-------------------------------------------</td>
</tr>
<tr>
<td>CITI Good Clinical Practice</td>
</tr>
<tr>
<td>Conflict of Interest</td>
</tr>
<tr>
<td>Generic Classroom in Human Subject</td>
</tr>
<tr>
<td>Generic Classroom in Responsible Conduct of Research</td>
</tr>
<tr>
<td>HSC - Medical Students and those conducting Exempt Research</td>
</tr>
<tr>
<td>HSC - Investigators, Key Personnel, and HSIRB Members/Staff</td>
</tr>
<tr>
<td>RCR at USC</td>
</tr>
<tr>
<td>UPC - Faculty/Staff Investors, Key Personnel, and UPRB Member/Staff</td>
</tr>
<tr>
<td>UPC - Students, faculty advisors, and those conducting exempt research</td>
</tr>
</tbody>
</table>

4. If you need to access a completion certificate from the CITI website, go to your CITI main menu and scroll down to the section at the bottom of the page called “My Learner Tools for University of Southern California”. Then click on “View Previously Completed Coursework.”
5. This will take you to a page called “University of Southern California Reports” containing a matrix of all of your completed courses. The example below may contain some different courses than those you have taken, but reflects the layout of the reports page.

<table>
<thead>
<tr>
<th>University of Southern California Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Human Research</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>HSC - Medical Students and those conducting Exempt Research</strong></td>
</tr>
<tr>
<td>Stage</td>
</tr>
<tr>
<td>-------</td>
</tr>
<tr>
<td>1 - Basic Course</td>
</tr>
</tbody>
</table>

<p>| <strong>UPC - Faculty/Staff Investors, Key Personnel, and UPRB Member/Staff</strong> |</p>
<table>
<thead>
<tr>
<th>Stage</th>
<th>Completion Report #</th>
<th>Passing Score</th>
<th>Your Score</th>
<th>Start Date</th>
<th>Completion Date</th>
<th>Expiration Date</th>
<th>Completed Modules</th>
<th>Completion Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Basic Course</td>
<td>xxxxxxxx</td>
<td>80%</td>
<td>98%</td>
<td>01/06/2014</td>
<td>01/07/2014</td>
<td>01/06/2017</td>
<td>View</td>
<td>View</td>
</tr>
</tbody>
</table>

<p>| <strong>UPC - Students, faculty advisors, and those conducting exempt research</strong> |</p>
<table>
<thead>
<tr>
<th>Stage</th>
<th>Completion Report #</th>
<th>Passing Score</th>
<th>Your Score</th>
<th>Start Date</th>
<th>Completion Date</th>
<th>Expiration Date</th>
<th>Completed Modules</th>
<th>Completion Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Basic Course</td>
<td>xxxxxxxx</td>
<td>80%</td>
<td>100%</td>
<td>01/06/2014</td>
<td>01/08/2014</td>
<td>01/07/2017</td>
<td>View</td>
<td>View</td>
</tr>
</tbody>
</table>

The blue header contains the name of each course you have completed.

The far left column lists the name of the stage of the course you completed (“Stage”) (courses may vary but for the Human Subjects training, Stage 1 is the basic course and Stages 2 and 3 are refresher courses).

The second, third and fourth columns contain the Completion Report Number, the score required to pass the modules (“Passing Score”), and the score you obtained on the course (“Your Score”).

The fifth, sixth and seventh columns contain the date you started the course (“Start Date”), the date you completed the course (“Completion Date”) and the date that the course will expire (“Expiration Date”) (courses may vary but the human subjects training certification expires after three years).

The final two columns contain the Completed Modules (clicking on “View” will take you the course front page, and you can see your score on each individual module), and the Completion Report (clicking on “View” calls up an electronic copy of the completion certificate, which you can print or save as a PDF for your records).
CITI: Instructions for Returning Users

1. In the upper right-hand corner, or on the right side of the page, click on “Log In.” This will take you to your homepage.

Note: if you forget your username or password, click on the button “Forgot Username or Password?” under the log in prompts to either have your username resent to you by email or to reset your password.
Signing up for a Refresher Course

1. If you have received a notice via email that your Human Subjects certification is set to expire, you will want to take a refresher course. Once you log in to your CITI account, you will be taken to the Main Menu page where you will see a blue tab called “University of Southern California Courses.”

There, you should see the course you need to complete. Depending on what course you initially completed for your certification, it may be called “Refresher Course,” or it may just have the name of course you need to complete (either “HSC – Medical Students and those conducting Exempt Research” or “UPC – Students, faculty advisors, and those conducting exempt research”). The text in the “Status” column will indicate that it is either “Due Now” or “Incomplete,” and the text in the Completion Report column will show that the certification is “Not Earned.”

<table>
<thead>
<tr>
<th>University of Southern California Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
</tr>
<tr>
<td>Status</td>
</tr>
<tr>
<td>Completion Report</td>
</tr>
<tr>
<td>Survey</td>
</tr>
<tr>
<td>HSC – Medical Students and those conducting Exempt Research</td>
</tr>
</tbody>
</table>

2. Once you click on the course title, you will be taken to the homepage for the course. At the top of the course homepage, you will see a gray box with instructions for passing the course, including the number of modules you will need to complete, the average score you will need to obtain, and your current score.

3. To pass the refresher course, you will need to complete **4 of the 17 available modules**. Modules consist of text, pictures, video and exercises that teach a certain concept. At the end of each module, you will be asked to complete a series of questions demonstrating your understanding of the topic being taught.

4. All modules must be **passed with an average score of 80%**. You may retake modules to increase your score; however, your score on the final module will not be adjustable, so you will want to make sure you have a strong average going into this last module so you don’t have to retake the entire course. Courses are not timed, and can be completed over multiple sittings.

5. To start a new course, first click on the blue Integrity Assurance link in the top gray box. You will be asked to agree to the statement. Then, click on the blue title of any desired module to start the course.
6. Once you have started a module, its status on the course homepage will be updated to reflect that it is “incomplete”; upon completion, its status will be changed to its completion date and you will see your score in the adjacent column.

7. The refresher course certification will expire after another three years.

8. If you need examples to help guide you through this process, see page 26.
Signing up for Additional Certifications

1. If you have previously completed a certification through CITI and now must obtain an additional certification(s) to reflect your current research needs, log into your CITI account, and from the “Main Menu” page, scroll down to the section at the bottom called “My Learner Tools for University of Southern California”. Then click on the link: “Add a Course or Update Learner Groups” (circled below).

![My Learner Tools for University of Southern California](image)

2. You will be taken back to Step 7 of the registration process (see page 22). Check or uncheck the boxes accordingly to select the courses you need. If you uncheck a course that you have already started or completed, you will not lose your progress; rechecking the course will return it to the main menu in its most recent state of completion.

3. If you need to affiliate with another institution to fulfill their research requirements, click the blue bar that offers this option at the very bottom of the main menu. This will take you to Step 1 of the registration process, though the steps may differ for the new organization.

![Click here to affiliate with another institution](image)
Checking the Status of your Certifications

1. If you want to see a record of your CITI coursework, including completed certifications, expired certifications, and certifications you still need to take, log into your CITI account, and from the “Main Menu” page, scroll down to the section at the bottom of the page called “My Learner Tools for University of Southern California”. Then click on “View Previously Completed Coursework” (circled below).

![My Learner Tools for University of Southern California](image)

2. This will take you to a page called “University of Southern California Reports” containing a matrix of all of your completed courses.

![University of Southern California Reports](image)

The blue header contains the name of each course you have completed.

The far left column lists the name of the stage of the course you completed (“Stage”) (courses may vary but for the Human Subjects training, Stage 1 is the basic course and Stages 2 and 3 are refresher courses).
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