

iStar User Reference Guide

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Questions and Issues

For policies related questions and issues including how to fill out the application, please contact the respective committee for the application:

CHLA

Institutional Review Board, (323) 361-2265

Biosafety Office, (323) 361-6629

USC

Institutional Review Board, (323) 442-0114

Institutional Animal Care and Use Committee, (323) 442-1689

Environmental Health & Safety Office, (323) 442-2200

For technical related questions and issues, please contact:

iStar Technical Support, (323) 276-2238

Email: istar@usc.edu

Getting Started

Dashboard

After logging into the iStar system, you will be redirected to your **Dashboard**. If you have used iStar prior to 2018, this page replaces what used to be **My Home**. Often times, this page is also referred to as your **Inbox**.

The screenshot shows the iStar Development Dashboard for a user named John Doe. The page has a red header with the iStar logo and navigation tabs for Dashboard, IRB, IACUC, IBC, RSC, and Home. The main content area is titled "Page for John Doe" and includes a "My User Roles" section with "IACUC PI & Staff" listed. Below this is a "New IRB Study" section with a "New Study" button. A "Does my project require IRB review? (USC Only)" section has an "Obtain a Determination" button. The central "My Inbox" section contains a table of study applications:

ID	Name	Date Modified	Type	Owner	State	Last State Change
APPL-16-00167	test 2	2/24/2016 11:46 AM	IACUC Protocol	Administrator, System	Pre Submission	2/24/2016 11:39 AM
APPL-16-00165	test	2/24/2016 11:41 AM	IACUC Protocol	Administrator, System	Pre Submission	2/24/2016 11:39 AM
APP-17-06326	Test	12/6/2017 10:22 AM	Study	Administrator, System	Pre Submission	12/6/2017 10:19 AM

At the bottom, there is a "Need Help?" section with contact information for the iStar Technical Support Desk and a "Quick Links" section with links to various institutional review boards.

Dashboard for PI & Staff role

The left hand side contains all the **User Roles** you have been assigned. By default, everyone is assigned the **PI & Staff** role to submit Human Subjects studies, BioSafety applications and Radiation Safety applications. If you indicated during the initial account registration that you also submit Animal protocols, you should also see the **IACUC PI & Staff** role. The tabs available to you under the red banner is also based on the user roles that you have for your account.

The screenshot shows the iStar Development dashboard for a user named John Doe. The top navigation bar includes the USC University of Southern California logo, Children's Hospital Los Angeles logo, and the iStar Development title. The dashboard is divided into several sections: a left sidebar with 'My User Roles' (IACUC PI & Staff, PI & Staff) and buttons for 'New Animal Protocol', 'New Biohazardous Use Application', and 'New Radioactive Use Application'; a main content area with a 'Page for John Doe' header, a 'Welcome to your Personal Folder' message, a list of guidelines, and contact information for various committees; and a bottom navigation bar with tabs for 'My Inbox', 'Pre Submission', 'IACUC Protocols', 'IBC BUAs', and 'RSC RUAs'.

Dashboard for IACUC PI & Staff role

Applications for the various committees are referred to differently.

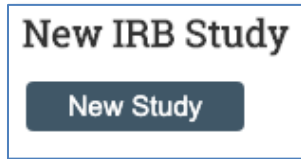
- IRB applications are Studies
- IACUC applications are Protocols
- BioSafety applications are Biohazardous Use Applications (BUAs)
- Radiation Safety applications are Radioactive Use Applications (RUAs)

By default, **My Inbox** displays all the applications in which you are a part of and requires action. New applications can be created via the respective button the on the left hand side under **My User Roles**.

IMPORTANT NOTE: If you need to submit Animal protocols and do not see the **IACUC PI & Staff** role in your Dashboard or the **IACUC** tab under the red banner, please contact the iStar Help Desk so we can add that user role for you.

New Applications

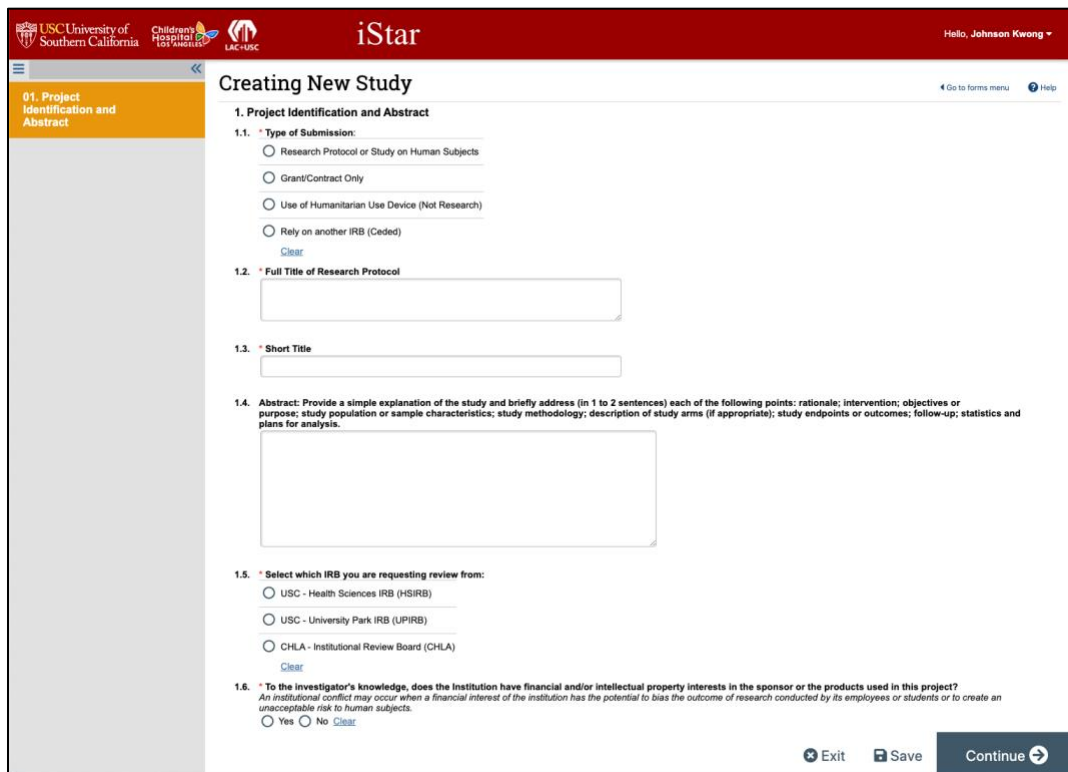
To create a new application, you can either go to the corresponding committee tab under the red banner or in your Inbox. From there, click on the button on the left hand navigation for a new application.



Button to create a New Study

After you click the “New Study” button, you will be automatically redirected to the first page of the form. From there, you can navigate the different sections of the application using the controls found on the left-hand navigation. Clicking on the respective section name would take you directly to that section.

IMPORTANT NOTE: When you first go to this page, only the first page would appear. After you save the application, required sections would automatically appear on the left-hand navigation menu. It is advised that you complete the application in order since the application show questions/sections based on what was answered in earlier questions/sections.

A screenshot of a web application interface for creating a new study. The header includes logos for USC University of Southern California, Children's Hospital Los Angeles, and iStar, along with the user name "Hello, Johnson Kwong". The main heading is "Creating New Study". A left-hand navigation menu is partially visible, showing "01. Project Identification and Abstract". The form content includes:

- Section 1.1: "Type of Submission" with radio buttons for "Research Protocol or Study on Human Subjects", "Grant/Contract Only", "Use of Humanitarian Use Device (Not Research)", and "Rely on another IRB (Ceded)". A "Clear" link is below.
- Section 1.2: "Full Title of Research Protocol" with a text input field.
- Section 1.3: "Short Title" with a text input field.
- Section 1.4: "Abstract: Provide a simple explanation of the study and briefly address (in 1 to 2 sentences) each of the following points: rationale; intervention; objectives or purpose; study population or sample characteristics; study methodology; description of study arms (if appropriate); study endpoints or outcomes; follow-up; statistics and plans for analysis." with a large text area.
- Section 1.5: "Select which IRB you are requesting review from:" with radio buttons for "USC - Health Sciences IRB (HSIRB)", "USC - University Park IRB (UPIRB)", and "CHLA - Institutional Review Board (CHLA)". A "Clear" link is below.
- Section 1.6: "To the investigator's knowledge, does the institution have financial and/or intellectual property interests in the sponsor or the products used in this project? An institutional conflict may occur when a financial interest of the institution has the potential to bias the outcome of research conducted by its employees or students or to create an unacceptable risk to human subjects." with radio buttons for "Yes" and "No", and a "Clear" link.

At the bottom right, there are buttons for "Exit", "Save", and "Continue".

Page 1 of the Formset for Study

Main Committee Page

When you click on the committee page under the red banner, all the applications that you are a part of in the personnel section would be displayed.

IRB Development

Dashboard IRB IACUC IBC RSC Home

Amendments Continuing Reviews Reportable Events NHSR

Sub Pages

- Amendments
- Continuing Reviews
- Reportable Events
- NHSR

Create Study

New Study

Does my project require IRB review? (USC only)

Obtain a Determination

Institutional Review Board

This page contains IRB Studies. To view Amendments, Continuing Reviews, Reportable Events, and Emergency Use, please use the left hand navigation menu.

For Policy-Related questions, please contact:

- USC University Park IRB (213) 821-5272
- USC Health Sciences IRB (323) 223-2340
- CHLA IRB (323) 361-2265

For Technical issues, please contact the iStar Technical Support at (323) 276-2238.

Active Studies In Progress Approved Exempt Archived Suspended All Studies

Filter ID Enter text to search for Go + Add Filter x Clear All

ID	Name	Last State Change	IRBA	State	Review Type	Approval Date	Expiration Date	PI
APP-17-06326	Test	12/6/2017 10:19 AM	Administrator	Pre Submission	Full Committee Review			Doe

1 items < page 1 of 1 > 10 / page

Filters can be added to look for specific applications

Need Help? Contact the iStar Technical Support Desk: (323) 276-2238, istar@usc.edu

Quick Links: CHLA Institutional Review Board | (323) 361-2265, USC Health Sciences Institutional Review Board | (323) 223-2340, USC University Park Institutional Review Board | (213) 821-5272, USC Institutional Animal Care and Use Committee | (323) 442-1689

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IRB tab for Protocols

To search for a specific application, you use **Filters**. Additional filters can be added by using the **Add Filter** link to make the search more specific. Filters can be deleted by clicking on the “x” next to the search box of the respective filter.

Active Studies In Progress Approved Exempt Archived Suspended All Studies

Filter ID Enter text to search for Go + Add Filter x Clear All

ID	Name	Last State Change	IRBA	State	Review Type	Approval Date	Expiration Date	PI
APP-17-06326	Test	12/6/2017 10:19 AM	Administrator	Pre Submission	Full Committee Review			Doe

1 items < page 1 of 1 > 10 / page

Filter Bar for Studies

Main Workspace page

After you created an application, you can view the main workspace of the application when you click on the application name or ID.

The screenshot shows the IACUC Development interface. At the top, there is a navigation bar with tabs for Dashboard, IRB, IACUC, IBC, RSC, and Committees. Below this is a sub-navigation bar with links for Amendments, Renewals, Monitoring Reports, and Non Compliance Reports. The main content area is divided into two sections: a left-hand navigation pane and a main content area. The left-hand navigation pane includes sections for Current State (with buttons for Pre Submission, Edit Protocol, and Printer Friendly Version), Activities (with a Move Forward button and Submit Protocol), IACUC (with Send IACUC Message), Manage (with Admin and Copy IACUC Protocol), General (with Conflict of Interest Review, Send Message to Investigators, and Send Message to IACUC), and Withdraw or Close (with Withdraw). The main content area displays the title 'Johnson Protocol Testing 1' and a yellow box with the ID 'Protocol APPL-12-00001'. Below this is a Summary section with fields for Principal Investigator (Johnson Kwong), Submission Type (New Protocol), Project Type (Research), and Species (Mouse). There are also buttons for 'Not Reviewed by IBC' and 'Not Reviewed by RSC'. At the bottom, there is a History section with tabs for Documents, Change Log, Researchers, and Site Admin. A search bar and filter options are present above a table of activity logs.

Activity	Author	Activity Date
Admin	Koning-Bastiaan, Martin	7/24/2013 8:43 AM
Admin	Kwong, Johnson	4/5/2013 12:27 PM
Admin	Kwong, Johnson	2/26/2013 9:33 AM
Protocol Submitted	Kwong, Johnson	12/18/2012 11:21 AM
Protocol Created	Kwong, Johnson	12/17/2012 9:58 AM

Main Workspace for IACUC Protocol

Within the main workspace, you can view the **Current State** of the application on the upper left hand side. The left hand side also contains all the buttons and activities that are available to you based on the state of the application.

If the application is still in a state where you can edit the application, you can edit the application by clicking on the Edit button under the Current State. Otherwise, the button will enable you to view the application in a read-only format. **Printer Friendly Version** will print the entire application into one page.

The right side contains the **Main Content**. The application title appears towards the middle of the page and the application ID is contained in the yellow box to right of the application title. A summary box is displayed right below. Depending on the application, there are different tabs that are displayed under the summary box. However, the **History** and **Documents** tabs always appear for all applications.

Edit/View Application Formset

To navigate between the different sections of the application can be done by selecting their respective names on the left-hand navigation.

The screenshot displays the 'iStar Development' application interface. At the top, there are logos for USC University of Southern California, Children's Hospital of Los Angeles, and LAC-USC. The user is logged in as 'Hello, Johnson Kwong'. The main heading is 'Editing: APP-19-00028'. On the left, a navigation menu lists sections from 01 to 24, with '01. Project Identification and Abstract' selected. The main content area shows '1. Project Identification and Abstract' with the following questions:

- 1.1. *Type of Submission:
 - Research Protocol or Study on Human Subjects
 - Use of Humanitarian Use Device (Not Research)
 - Rely on another IRB (Ceded)
- 1.2. *Full Title of Research Protocol:
- 1.3. *Short Title:
- 1.4. Abstract: Provide a simple explanation of the study and briefly address (in 1 to 2 sentences) each of the following points: rationale; intervention; objectives or purpose; study population or sample characteristics; study methodology; description of study arms (if appropriate); study endpoints or outcomes; follow-up; statistics and plans for analysis.
- 1.5. *Select which IRB you are requesting review from:
 - USC - Health Sciences IRB (HSIRB)
 - USC - University Park IRB (UPIRB)
 - CHLA - Institutional Review Board (CHLA)
- 1.6. *To the investigator's knowledge, does the Institution have financial and/or intellectual property interests in the sponsor or the products used in this project? An institutional conflict may occur when a financial interest of the institution has the potential to bias the outcome of research conducted by its employees or students or to create an unacceptable risk to human subjects. Yes No

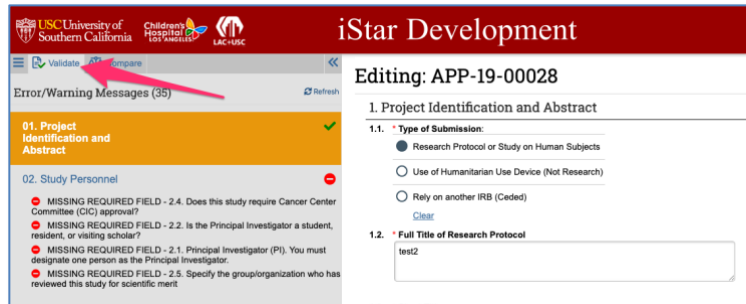
At the bottom right, there are three buttons: 'Exit', 'Save', and 'Continue'.

Page 1 of Edit Study

The lower right corner contains the “Exit”, “Save” and “Continue” button. Anytime “Continue” is clicked, it also saves the application.

Validate

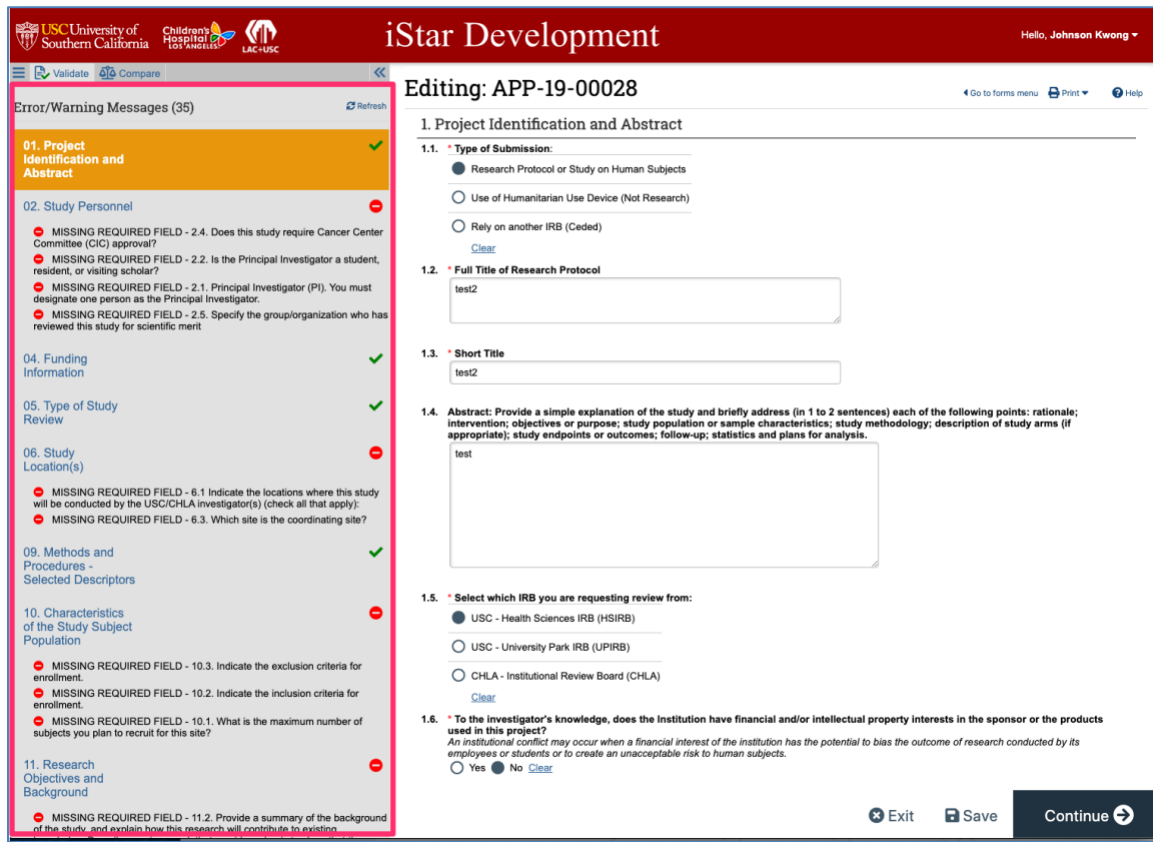
To view whether or not any required fields are not filled out, there is the **Validate** tab under the red banner on the upper left corner.



Validate tab

If there are any validation errors, there is shortcut to just go to the question by clicking on the section header in which the error message(s) appears directly beneath.

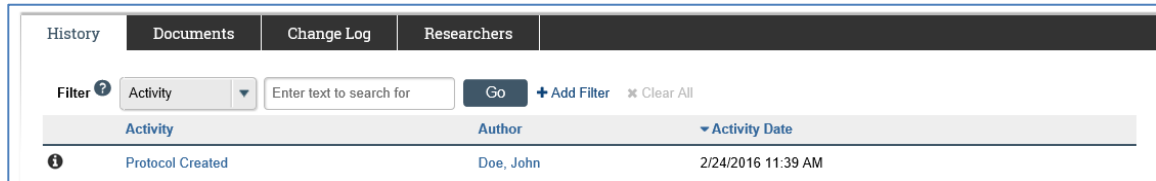
An application can only be submitted when all the validation issues are fixed.



Error/Warning Messages Section when validating a Study

The History Log

The **History** tab contains all the activities that were executed in the application and includes the person responsible and the time of execution. Reviews that were submitted are displayed, as well as attachments uploaded. A filter bar is available for searching.



History	Documents	Change Log	Researchers
Activity	Author	Activity Date	
Protocol Created	Doe, John	2/24/2016 11:39 AM	

History Log of an IACUC Protocol