iStar User Reference Guide

Last Updated: 1/10/20

Table of Contents

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.**

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.

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.
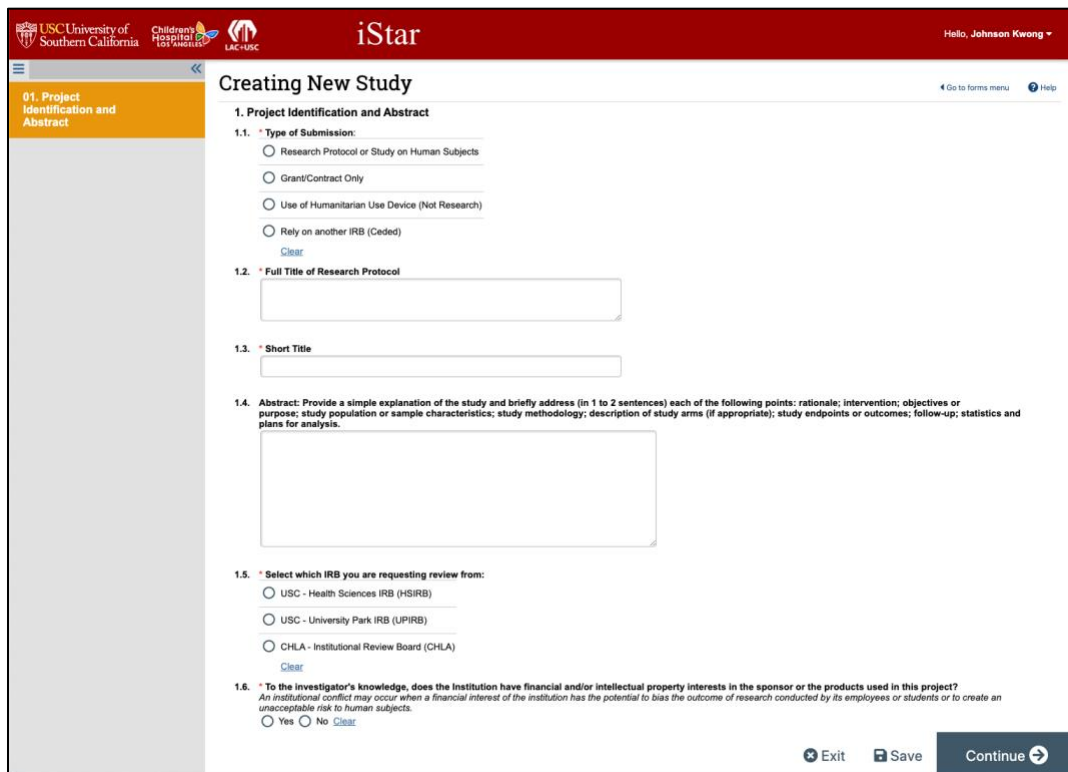

New Applications

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.
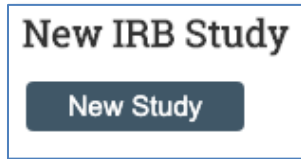
Button to create a New Study

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.

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 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.

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.

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 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.
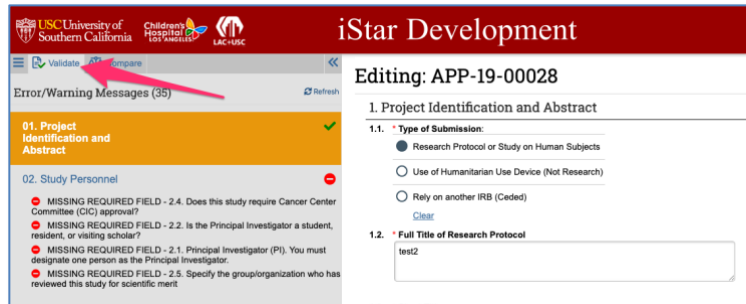
Validate tab

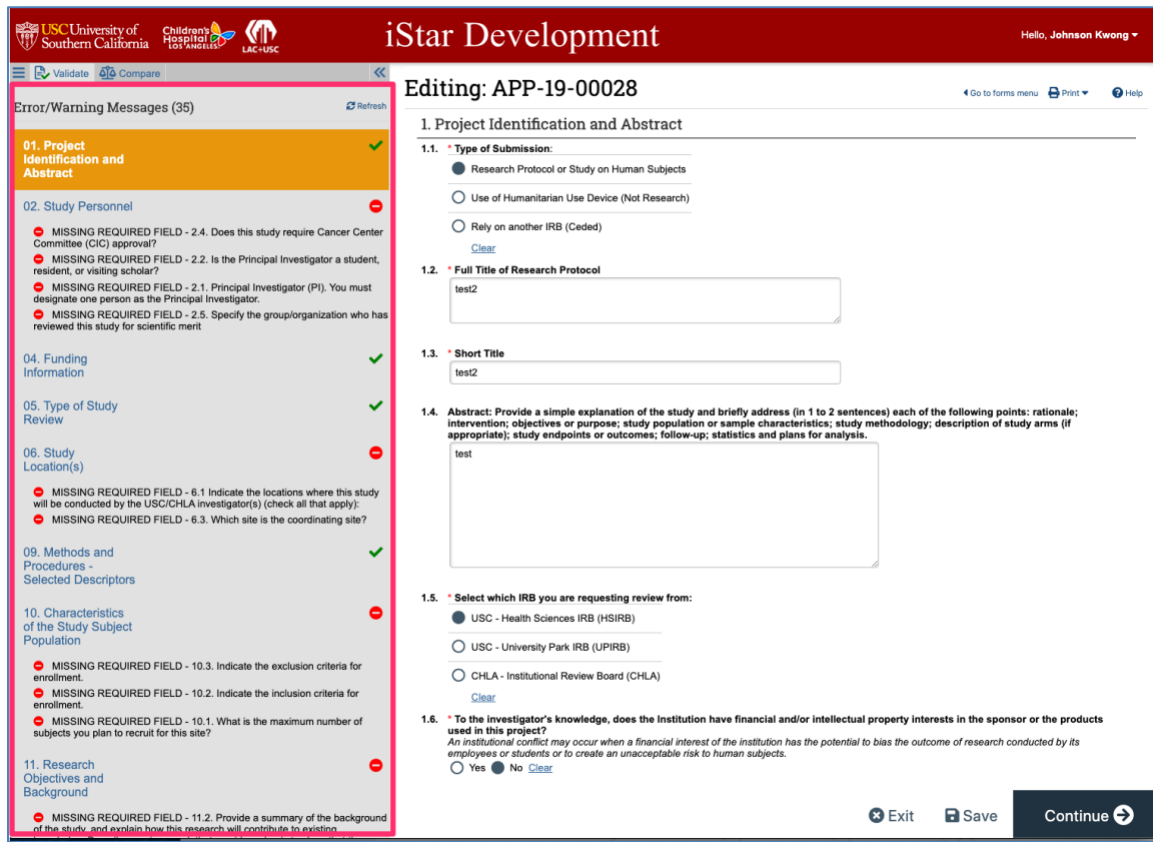If there are any validation errors, there is shortcut to just go to the question by clicking on the section header in which the error message(s) appears directly beneath.
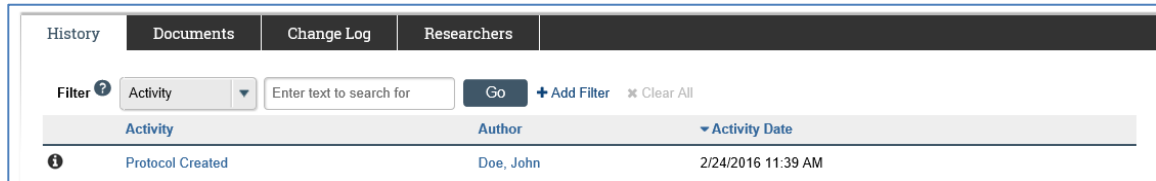
An application can only be submitted when all the validation issues are fixed.

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 Log of an IACUC Protocol