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

For technical related questions and issues, please contact:

- **iStar Technical Support**, (323) 276-2238
  
  Email: ister@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](image)

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.
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.

![Create Study](image)

*Button to create a New Study*

After you click to create the new application, you will be automatically redirected to the first page of the formset. From there, you can navigate the page using the controls found towards the middle top and middle bottom of the page. A new “Jump To” menu will appear after you save the initial page of the application that will enable you to jump to specific sections of the application.

**IMPORTANT NOTE:** It is advised that you complete the application in order since the application show questions/sections based on what was answered in earlier questions.
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.
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.

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**

A set of navigation options are displayed when a protocol is being edited or viewed. They are located towards top middle portion of the page right below the red banner and towards the bottom middle portion of the page above the footer.

Most of the links are self-explanatory with the exception of **Hide/Show Errors** and **Jump To** menu. The links that appear varies based on context. **Hide/Show Errors** displays all the validation errors of fields that were not filled out or not properly filled out. The **Jump To** menu displays all the relevant sections of the application based on prior answers and enables jumping to the specific section selected.
**Hide/Show Errors**

When the **Hide/Show Errors** link is clicked or when the **Submit Application** activity is executed, all the required fields that have validation issues will appear in the **Error/Warning Messages** section. For each error message, there is a **Jump To** link that will take you directly to the question for which the error message applies to. An application can only be submitted when all the validation issues are fixed.

![Hide/Show Errors for a Study](image)

**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](image)