

Getting Set Up as a Researcher

Disclaimer: This list is not inclusive. For specific questions and information, please contact your school's dean of research or the USC Office of Research (<http://www.research.usc.edu>).

Item	Responsible Office	Link
Transferring Your Lab Before You Arrive		
Initiate the transfer of your graduate students and postdocs to USC, if applicable	Contact your department administrator to begin the process	
Initiate the transfer of your contracts and grants to USC, if applicable	Contact your department's business manager to begin the process	
<p><i>NOTE: The ability to sign up for training and access resources requires that you have your USC net ID and your 10-digit employee number. Those are provided after you have submitted your signed offer letter and after you have been set up in payroll.</i></p> <p><i>To get your USC net ID and your 10-digit employee number, go to http://www.usc.edu/firstlogin</i></p>		
Policies and Procedures		
Review the university's policy on Conflict of Interest in Research	Office of Compliance	http://oprs.usc.edu/rules/coi/
Responsible Conduct of Research (CITI)	Office for the Protection of Research Subjects	http://www.citiprogram.org/ Login instructions: http://oprs.usc.edu/files/2013/03/index.html
Responsible Conduct of Research (CITI) - In Person	Office for the Protection of Research Subjects	http://keck.usc.edu/Research/Office_of_Research_Advancement/Responsible_Conduct_of_Research_Course/Classes_and_Conferences.aspx
Grants Management Education Program	Office of Compliance	http://ooc.usc.edu/grants-management-education-program

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Item	Responsible Office	Link
Research Involving Human Subjects		
HIPAA Privacy Education Program (<i>requires USC user ID and password</i>)	Office of Compliance	https://keckapps.usc.edu/healthstream
HIPAA Privacy Education Program (<i>requires USC user ID and password</i>)	Office of Compliance	http://ooc.usc.edu/hipaa-online-education-program
Human Subjects Protections "Basic Course" (CITI)	Office for the Protection of Research Subjects	http://www.citiprogram.org/ Login instructions: http://oprs.usc.edu/files/2013/03/index.html
Good Clinical Practice (CITI)	Office for the Protection of Research Subjects	http://www.citiprogram.org/ Login instructions: http://oprs.usc.edu/files/2013/03/index.html
iStar - IRB Submission Tracking and Review System	Office for the Protection of Research Subjects	http://istar.usc.edu
Bloodborne Pathogens	Environmental Health & Safety (EHS)	https://srm.usc.edu/ProfessionalDevelopment/Courses/courses.htm
Institutional Biosafety Committee (IBC) Application	Environmental Health & Safety (EHS)	http://adminopsnet.usc.edu/node/192

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Research Involving Animal Subjects		
Animal Care and Use Training	Department of Animal Resources (DAR)	https://dar.usc.edu/training-programs/animal-care-and-use-training/
Bloodborne Pathogens	Environmental Health & Safety (EHS)	https://srm.usc.edu/ProfessionalDevelopment/Courses/courses.htm
Institutional Biosafety Committee (IBC) Application	Environmental Health & Safety (EHS)	http://adminopsnet.usc.edu/node/192
Laboratory Safety		
Review emergency procedures for a hazardous materials incident	Fire Safety and Emergency Planning <i>In case of an emergency, call 213-740-4321</i>	http://adminopsnet.usc.edu/department/fire-safety-and-emergency-planning/emergency-procedures-hazardous-materials-inciden-incident
Visit the web site of Environmental Health and Safety to get an overview of training requirements for biological safety, chemical safety, and radiation safety	Environmental Health & Safety (EHS)	http://adminopsnet.usc.edu/department/environmental-health-safety/new-principal-investigator
General Lab Safety	Environmental Health & Safety (EHS)	Lab Safety Course manual: http://adminopsnet.usc.edu/sites/default/files/all_departments/EHS/GLS%202015%20manual.pdf
Undergraduate Lab Safety (<i>requires USC username</i>)	Environmental Health & Safety (EHS)	https://srm.usc.edu/ProfessionalDevelopment/Courses/courses.htm
Radiation Safety (<i>requires USC username</i>)	Environmental Health & Safety (EHS)	https://srm.usc.edu/ProfessionalDevelopment/Courses/courses.htm

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X-ray Diffraction Safety	Environmental Health & Safety (EHS)	https://srm.usc.edu/ProfessionalDevelopment/Courses/courses.htm
X-ray Irradiator <i>(requires USC username)</i>	Environmental Health & Safety (EHS)	https://srm.usc.edu/ProfessionalDevelopment/Courses/courses.htm
Principles of Biosafety <i>(requires USC username)</i>	Environmental Health & Safety (EHS)	Contact Tamara Casebolt at tcasebolt@caps.usc.edu
Shipment of Biological Materials and/or Dry Ice <i>(requires USC username)</i>	Environmental Health & Safety (EHS)	https://srm.usc.edu/ProfessionalDevelopment/Courses/courses.htm
Respiratory Protection <i>(requires USC username)</i>	Environmental Health & Safety (EHS)	https://srm.usc.edu/ProfessionalDevelopment/Courses/courses.htm
Enter hazardous chemicals in the Chemical Inventory Database <i>(requires USC username)</i>	Environmental Health & Safety (EHS)	https://srm.usc.edu/rmcapps/
Request a Radioactive Materials Permit	Environmental Health & Safety (EHS)	http://adminopsnet.usc.edu/node/220
Schedule Hazmat pick-up	Environmental Health & Safety (EHS)	http://adminopsnet.usc.edu/node/322