

Mandatory Training and Certification for Researchers at USC

Currently one can submit a proposal without going through training; however, this training must be completed by the time an award is made. A new account will not be established until the training is completed. The Grants Management training can be done on-line, and the information regarding this course is available at the following website.

<http://ooc.usc.edu/ResearchCompliance/GrantsMangEdProgram/index.cfm>

This training completes the RCR requirement for PIs. However, all students (undergraduate, MS and PhD) and postdoctoral researchers and fellows need to also complete the training before they can begin working on the program and be paid. The training and application systems are located at the following website.

http://www.usc.edu/research/about/policies/responsible_conduct_of_research_rcr/

Research involving human or animal subjects requires that the PI and all involved students be HIPPA and CITI certified in order to submit a proposal for Internal Review Board (IRB) approval. Both courses are taken on line. If you have previously received training from another institution, and the certification is current, it is possible to submit this certification for consideration by the IRB. The IRB process is also on line. Please note that the HIPPA and CITI training can involve several hours and that the IRB approval process takes multiple months, unless it is expedited due to the simplicity of the proposed study. The training and application systems are all located at the following website.

<http://www.usc.edu/admin/provost/oprs/upirb/>

The Viterbi Research Administration website provides useful basic information, the School's on-line cost sharing request system, and various policies and quick links to many USC Departments:

http://viterbi.usc.edu/intranet/vba/contracts_grants/

National Science Foundation (NSF) Research Experience for Undergraduates and Research (REU) Experience for Teachers (RET) Programs

The NSF REU program is designed to seek and attract a diversified pool of talented undergraduate students into careers in science and engineering and to help ensure that they receive the best education possible. The RET program support the active involvement of K-12 teachers and community college faculty in engineering research in order to bring knowledge of engineering and technological innovation to their classrooms.

There are two ways to receive support for these two programs; one is to submit a large site proposal to create a large scale program. The Viterbi School already has an NSF RET site; information is found here: <http://viterbi.usc.edu/k-12> Several VSoE departments have NSF REU sites; as an example, the Computer Science REU site information is found here: <http://reu.usc.edu>.

The second and more common way to participate in REU and RET programs is to submit a supplement proposal to a current NSF award. Most NSF directorates advertise REU and RET programs annually; some have rolling deadlines. It is always best but not required to check with the NSF program officer before submitting. One can receive both types of supplements at the same time and on multiple NSF grants at one time. Normally the REU and RET programs run during the summer but they can also be implemented during the academic year. When an REU or RET supplement is awarded, a satellite account should be set up to place the funds in a separate account, as they have a different indirect cost rate and other restrictions not associated with the prime NSF award. The use of satellite accounts will make tracking of the funds for the program easier and ensure proper compliance.

Students participating in the REU program must be either United States citizens or permanent residents. This requirement should be disclosed at the time of recruitment and checked prior to the processing of awards to the students. All REU students need to take the RCR training discussed above prior to beginning their work at USC. Since the training is on line, it can be completed prior to arrival on campus and the certificate or verification can be checked through an on-line Viterbi portal.