

Frequently Asked Questions Research Conflict of Interest Online Training and Examination

Investigators must assure that they have been informed of Investigator's disclosure responsibilities and Financial Conflict of Interest federal regulations prior to engaging in PHS/NSF funded research, any research from any funding source, or collaborative research which requires research conflict of interest review.

The Research Conflict of Interest Course and examination is provided through the Collaborative Institutional Training Initiative ([CITI](#)) website. The CITI training site provides Investigators with documentation of the achievement of this requirement.

Q: Who must complete the online Research Conflict of Interest training?

A: All personnel who plan on participating in a PHS or NSF funded research project, any other research funded by other sources, or collaborative research which requires research conflict of interest review, and meet the definition of Investigator.

An Investigator is anyone who is responsible for the design, conduct, or reporting of funded or proposed research. This includes Principal Investigators (PIs always meet the definition), at a minimum: all paid or unpaid Key Personnel, and paid Other Personnel (including but not limited to, post-docs, research techs, study coordinators, and graduate students), sub-grantees, contractors, collaborators, sub-recipients and sub-contractors meeting the definition of investigator.

Q: Is CITI training mandatory?

A: If you are participating in PHS or NSF funded research, any other research funded by other sources, or collaborative research which requires research conflict of interest review, and are identified as an [Investigator](#), then the CITI Research Conflict of Interest training is mandatory.

Q: When does training expire?

A: After four years from the date of completion

Q: Will I get a reminder when my training is about to expire?

A: CITI will send a reminder to users 90 days before training is set to expire

Q: How do I Access CITI training?

A: See instructions below


1. Go to the [CITI Training](#) website. If you have a BCM ID and password, click on “Log in via SSO”. If you do not have a BCM ID and password use the CITI log in after you “Register”, see item 2 for registration instructions. If you have multiple accounts in CITI, you may combine those accounts in one record by going to the main CITI page and clicking “Merge Duplicate Accounts”.



The screenshot shows the top of the CITI Program website. On the left is the CITI PROGRAM logo. To its right is the text "Collaborative Institutional Training Initiative at the University of Miami". Further right is a search bar labeled "Search Knowledge Base". Below the header is a navigation menu with links: Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, and Contact Us. The main content area is split into two columns. The left column features a large image of a person in a white lab coat working on a large, blue, hexagonal structure inside a tunnel. Below the image is the text: "Over 6.2 million CITI Program courses have been completed since 2000". The right column contains a login form with fields for "Username" and "Password", a "Log In" button, and a link for "Forgot Username or Password?". Below the login form is a section for "Log in through my institution" with a "Log in via SSO" button. At the bottom of the right column is a "Create an account" section with a "Register" button and a note: "Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner."

Note: If you are already a CITI member and wish to Affiliate with Baylor, log in, and then choose “Click here to affiliate with another institution”. Choose Baylor College of Medicine under “Search for Organization” then press “Continue to Step 2”. Fill in information requested by BCM (see item 3), “Select Curriculum” (see item 4). Begin your course by pressing the course link. After completing the course go to Item 9 below.

2. To register choose “Baylor College of Medicine” as your organization affiliation and complete Steps 1-5.



The screenshot shows the "CITI - Learner Registration" form. At the top, it says "Steps: 1 2 3 4 5 6 7", with "1" highlighted. Below this is a red error message: "You must make a selection below." The main section is titled "Select Your Organization Affiliation". It contains a search box with the placeholder text "Search for organization: Enter full or partial name" and a blue search icon. To the right of the search box is a link: "Can't find your institution? It may use Single Sign On. Check here." Below the search box is a paragraph of instructions: "Drop-down lists have been replaced by this single search box. To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the 'Continue to Step 2' button immediately below. To clear your selection and try again, click the 'Search Again' button." At the bottom of the form are two buttons: "Continue to Step 2" and "Search Again".

3. For Step 6, fill in the asterisked lines of your member information. Choose a “Role in Research” that is a best fit. After completion, press “Continue to Step 7”.

USA - English Log In | Register | Help

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami

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CITI - Learner Registration - Baylor College of Medicine

Steps: 1 2 3 4 5 **6** 7

Please provide the following information requested by Baylor College of Medicine

* indicates a required field.

Language Preference

* Institutional email address

Gender

Highest degree

Employee Number

* Department

* Role in research

Address Field 1

Address Field 2

Address Field 3

City

State

Zip/Postal Code

Country

Phone

4. Select the curriculum you should take by answering the questions presented, then “Complete Registration”.

Select Curriculum - Baylor College of Medicine

* indicates a required field.

You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take. Please read the questions carefully. Please read the responses carefully to make the best choice.

[View instructions page](#)

* Question 1

Human Subjects Research

Please choose the learner group(s) below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

Choose all that apply

- Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved in any research with human subjects.
- IRB Members: This Basic Course is appropriate for IRB members.
- Not at this time.

Question 2

Research Conflict of Interest

Will you be (or are you) listed as an investigator on any research proposal or protocol funded by the US Public Health Service?

If so, you are required to take the Research Conflict of Interest Course, Stage 1 and you should select “YES”.

Choose one answer

5. Choose whether you would like to affiliate with another CITI institution so that you won't have to repeat courses common to both. Press “Click here to affiliate with another institution”.



Collaborative Institutional Training Initiative
at the University of Miami

Search Knowledge Base

[Main Menu](#) | [My Profiles](#) | [CE Credit Status](#) | [My Reports](#) | [Support](#)

Main Menu

- ▶ [Baylor College of Medicine Courses](#)
- ▶ [Click here to affiliate with another institution](#)

6. Choose the affiliate institution from the drop down box and press “Next”. You will then be prompted to fill out additional member Information for the affiliate institution similar to the picture in item 3 above, then click “Next”.

[Main Menu](#) > [My Profile](#) > [Affiliate with New Institution](#)

*** Select Your Organization Affiliation**

* indicates a required field.

Search for organization: Enter full or partial name

Next

7. If you affiliated, your course information page will contain courses for both institutions, for example:

Baylor College of Medicine Courses			
Course	Status	Completion Report	Survey
Research Conflict of Interest Course	Not Started	Not Earned	

My Learner Tools for Baylor College of Medicine

- Add a Course or Update Learner Groups
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

Click on each institution link to view course information.

University of Texas Health Science Center at Houston Courses			
Course	Status	Completion Report	Survey
Conflicts of Interests in Research Training	Not Started	Not Earned	

My Learner Tools for University of Texas Health Science Center at Houston

- Add a Course or Update Learner Groups
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

8. If you chose not to affiliate, your course enrollment will look similar to that below depending on what courses you chose. Press the course link to begin the course.

The screenshot shows a user interface for 'Baylor College of Medicine Courses'. At the top, there is a navigation bar with 'Course', 'Status', 'Completion Report', and 'Survey' tabs. Below this, the course name 'Research Conflict of Interest Course' is displayed. The 'Status' column shows 'Not Started' and the 'Completion Report' column shows 'Not Earned'. A section titled 'My Learner Tools for Baylor College of Medicine' contains several links: 'Add a Course or Update Learner Groups', 'View Previously Completed Coursework', 'Update Institution Profile', 'View Instructions page', and 'Remove Affiliation'.

9. You must complete the **entire course** in order to print your course completion report. To see your completion report, click on "Print Report". Be sure to click "Log Out" if you are using a public computer.

The screenshot shows the same user interface as above, but with updated information. The 'Status' column now shows 'Passed' with the date '09/20/2013'. The 'Completion Report' column now has a 'Print Report' link, and the 'Survey' column has a 'Take Survey' link. The top navigation bar includes the 'CITI PROGRAM' logo, the text 'Collaborative Institutional Training Initiative at the University of Miami', and a search box labeled 'Search Knowledge Base'. Below the navigation bar, there are links for 'Main Menu', 'My Profiles', 'CE Credit Status', 'My Reports', and 'Support'. The 'My Learner Tools' section remains the same as in the previous screenshot.