

Financial Conflict of Interest CITI Training Instructions

The financial conflict of interest regulations (42 CFR Part 50, 45 CFR Part 94) were established to promote objectivity in research. The regulations establish standards that provide a reasonable expectation that the design, conduct, and reporting of research funded under federal grants or cooperative agreements will be free from bias resulting from Investigator financial conflict of interest. The regulations require training at a minimum every 4 years.

Instructions: The Financial Conflict in Interest Online Training can be accessed at www.citiprogram.org.

1. On the CITI Program home page select: *New Users Register Here*. You will need to create your profile and affiliate with University of Wisconsin Oshkosh.

The screenshot shows the CITI Program website home page. At the top, there is a navigation bar with the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative". Below the logo is a search bar labeled "Search Knowledge Base". The main navigation menu includes links for Home, About Us, Subscribing, Online Courses, CMEs/CEUs, News, and Contact Us. A large banner for the "CLINICAL TRIAL BILLING COMPLIANCE (CTBC) COURSE" is displayed, featuring a "New!" badge and a "Click on Register" callout box. To the right of the banner is 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 right, there 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." At the bottom left of the banner, it states "Over 9 million CITI Program courses have been completed since 2000".

To Enroll in a Course:

1. On the CITI Program home page select: *New Users Register Here*. You will need to create your profile and affiliate with University of Wisconsin Oshkosh.

- You will be presented with a series of questions or options to enable you to enroll in the **Learner Group** curriculum as decided by your institution. Select Conflicts of Interest (COI) course and select next. The course should then be successfully added to your Course Menu.

CITI PROGRAM Collaborative Institutional Training Initiative Search Knowledge Base

Main Menu | My Profiles | My CEUs | My Reports | Support | Admin

Main Menu > Add Course/Update Learner Groups

Select Curriculum - DEMO (2305)

* indicates a required field.

* Welcome to the CITI Program DEMO. Through a series of response driven questions you may review the courses and modules currently offered by the CITI Program.

Choose all that apply

- I would like to review the **Animal Care and Use (ACU)** courses.
- I would like to review the **Biosafety and Biosecurity (BSS)** courses.
- I would like to review the **Clinical Research Coordinator (CRC)** course.
- I would like to review the **Clinical Trial Billing Compliance (CTBC)** course.
- I would like to review the **Conflicts of Interest (COI)** course.

- Click on **Main Menu**. This page lists the courses you have chosen.
- Click the **Title of the Course** to begin or continue the course.
- Please **Complete the Integrity Assurance Statement** presented at the top after clicking a course title. The system will allow you to start taking the course modules after completing it.
- Complete the Required modules and associated quizzes.
- Complete the required number of Elective modules and associated quizzes
- When you complete all Required Modules in your curriculum and any necessary Elective Modules, you will be shown a list of **Optional Modules**. You may return to the course site at a future time to review these modules.
Please be aware that Optional Modules **do not** count towards nor appear on a completion report.
- When you complete all required modules successfully, you may print your completion report through the link:
Print Report from your Main Menu or your **Previously Completed Coursework** page.

You may use multiple log on sessions if you are unable to finish in one sitting

To Complete the Course:

- The minimum "passing" aggregate score for the quizzes is 80%. A running tally is compiled in the Grade Book. If you want to improve a score on a quiz, you may repeat any quiz in which you didn't

score 100% correct. Scores obtained **after** a completion report has been issued **will not** be reflected on the completion report.

- Print or download a **Completion Report** as evidence that you have met your institutional requirements. A copy will be sent automatically to your institutional administrator. You may return to the course site in the future to obtain a copy of the completion report. The **My Reports** page will allow you to access any completion reports you have earned.

Questions:

- Technical issues should be addressed to citisupport@med.miami.edu or to 305-243-7970.
- Questions regarding your requirements should be addressed to the following ethics training coordinators: [Kelly Schill](#) or [Leah Mann](#).