Directions for UR Faculty and Staff to Register for the CITI Conflict of Interest “mini-course” Online

August 2012

Effective August 24, 2012 the NIH is requiring Financial Conflict of Interest training and certification for investigators. This requirement is at: http://grants.nih.gov/grants/policy/coi/.

The University of Richmond’s revised Conflict of Interest Policy and related Disclosure Form may be found at http://grants.richmond.edu/policies/conflict-of-interest.html.

Completion of this CITI Conflict of Interest training is required prior to the submission of an application for NIH-sponsored research.

New Users should follow the directions that begin in the paragraph that follows. Returning users should follow “Directions for Returning CITI Users” that begin on page 3.

New Users

The University of Richmond has added the CITI “Conflict of Interest mini-course” to its menu of online courses available to faculty, students, and staff members who may be required to take this training. Completion of this course will satisfy the NIH requirement. The course is also available to those members of the University community who may have an interest in the topic. The training is available free of charge to members of the University of Richmond community through its contract with the Collaborative Institutional Training Initiative (CITI) which provides online training in many areas such as human subjects’ protection, the responsible conduct of research, and the care and use of animals in research.

Please follow these directions for CITI login in the order presented. The registration process can be cumbersome, so please print out and follow these directions carefully. If you wish later to take optional modules or alter your registration, please do so AFTER completing the registration below for the required modules.

a. Open a browser, such as Internet Explorer.
b. Enter https://www.citiprogram.org into the address line.
c. The CITI page will say WELCOME. About three lines below, click on “New Users” Register Here. Follow the Directions for registration steps 1-8.
   1. Under “Select your institution or organization,” go to “Participating Institutions” and scroll down to “University of Richmond” and select it. Do not make other selections in this section.
   2. Under “Create your User Name and Password” follow the directions for entering a user name and password. Please write these down for future reference. You will need them every time you login.
   3. Fill out the “Security Question and Answer” section.
   4. Under “Enter your Name” follow the directions.
5. Under “Enter your email address” follow the directions. *It is not necessary to submit a secondary email address.*
6. Answer the required questions for Gender, Ethnicity, and Race.
7. Generally you will select “No” for Question #7 regarding CME.
8. It is not necessary to answer the survey (Question 8), so you may answer “No” if you wish.

Click **Submit**. If you need to re-enter any information you will be do directed.

d. If successful so far, you will then be directed to a page that asks you to “**Please provide the following information requested by the University of Richmond.**” *You only have to enter the fields marked with an asterisk (*)*. You may enter other fields if you wish. (NOTE: We strongly recommend that you do NOT enter an employee number.) For the field “Role in human subjects research,” your answer should usually be “Principal Investigator” or “Co-investigator.” For the question “Which course do you plan to take?” you should select “Other”.

Click **Submit** when you are finished.

e. The next phase of the registration will be titled “**Select Curriculum – University of Richmond.**” Question 1 is for “Human Subjects Research.” You will see the following prompt. “**Please choose one learner group 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.**” In response to this prompt, you should select “UR Faculty and Staff Researchers.”

f. **Do not make a selection for Questions 2 or 3 at this time.**

g. Answer “Yes” to Question 4 “Would you like to take the Conflict of Interest mini-course?”

h. Do not answer Question #5 at this time.

i. Scroll to the bottom of the page and click **Submit**.

j. The next page of the registration is titled “**Select your institution or organization.**” In this section, you will be given the opportunity to affiliate with an institution other than the University of Richmond. At the bottom of this page, you should click “**No**” to continue with your UR registration/affiliation.

k. The next page should have your name at the top of the page and the words “**Main Menu**” below that. About halfway down the page you will see the “**My Courses**” list. You should see the following course listed “Conflicts of Interest, Stage 1.” The course “**Status**” at this time will be “Not Started – Enter.” To begin your coursework, you should click on “**Enter**”.

l. The next screen will list the “**Required Modules**” for your course. You will need to take the modules sequentially in the order listed.

   i. First, complete the **Integrity Assurance Statement** before beginning anything else.

   ii. Complete the “CITI Conflict of Interest Course – Introduction.” There is no exam for this module.

   iii. Complete the “Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules” and take the exam. When you have completed the exam, you may take the next module.
iv. Complete the module “Institutional Responsibilities as They Affect Investigators” and take the exam.

v. Complete the module “Conflicts of Commitment, Conscience, and Institutional Conflicts of Interest” and take the exam.

vi. When you have passed all of the exams, click “Go to the Main Menu.” Under your “My Courses” section, the status of “Conflicts of Interest, State 1” should have changed to “Passed.”

m. When you have passed the course, your “Status” report on the “Learner’s Menu” should read “Passed” and you will see the word “Print” under the column labeled “Completion Reports”. You may print this completion report and provide it as evidence of your completion of the course. You should also get an email notification of your course completion, which you may want to save as well. Normally the IRB Chair (who administers the CITI program for the University of Richmond) is provided a copy of the completion certificate as well. You will need to provide a copy of your completion certificate to the University of Richmond Office of Foundation, Corporate, and Government Relations. Contact Diana Vincelli at dvincell@richmond.edu or 289-8005 for instructions on submitting your completion certificate.

n. Subsequent to taking the required modules, you may be interested in “Optional Modules” offered by CITI. You will have access to the optional modules after you have completed the required modules listed previously.

Please feel free to contact Dr. R. Kirk Jonas at 484-1565 regarding any questions on the registration or course completion process. I will be happy to answer any questions you may have. You may also contact me at rjonas@richmond.edu.

Directions for Returning CITI Users

1. Login to your CITI account. If you cannot remember your login password, follow the directions on the CITI home page. If you still cannot log in, contact Dr. R. Kirk Jonas at rjonas@richmond.edu.

2. When you are logged in your name should appear at the top of the page and the words “Main Menu” below that.

3. About halfway down the page you will see the “My Courses” list. Below that you will see a line that reads “Add a course or update your learner groups.” Click on this.

4. The next phase of the registration will be titled “Select Curriculum – University of Richmond.” Question 1 is for “Human Subjects Research.” You will see the following prompt. “Please choose one learner group 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.” In response to this prompt, you should select “UR Faculty and Staff Researchers.”
5. Do not make a selection for Questions 2 or 3 at this time.

6. Answer “Yes” to Question 4 “Would you like to take the Conflict of Interest mini-course?” (Do not answer Question #5 at this time.)

7. Scroll to the bottom of the page and click Submit.

8. You should see the following course listed “Conflicts of Interest, Stage 1.” The course “Status” at this time will be “Not Started – Enter.” To begin your coursework, you should click on “Enter”.
   a. The next screen will list the “Required Modules” for your course. You will need to take the modules sequentially in the order listed.
      i. First, complete the Integrity Assurance Statement before beginning anything else.
      ii. Complete the “CITI Conflict of Interest Course – Introduction.” There is no exam for this module.
      iii. Complete the “Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules” and take the exam. When you have completed the exam, you may take the next module.
      iv. Complete the module “Institutional Responsibilities as They Affect Investigators” and take the exam.
      v. Complete the module “Conflicts of Commitment, Conscience, and Institutional Conflicts of Interest” and take the exam.
      vi. When you have passed all of the exams, click “Go to the Main Menu.” Under your “My Courses” section, the status of “Conflicts of Interest, State 1” should have changed to “Passed.”

b. When you have passed the course, your “Status” report on the “Learner’s Menu” should read “Passed” and you will see the word “Print” under the column labeled “Completion Reports”. You may print this completion report and provide it as evidence of your completion of the course. You should also get an email notification of your course completion, which you may want to save as well. Normally the IRB Chair (who administers the CITI program for the University of Richmond) is provided a copy of the completion certificate as well. You will need to provide a copy of your completion certificate to the University of Richmond Office of Foundation, Corporate, and Government Relations. Contact Diana Vincelli at dvincell@richmond.edu or 289-8005 for instructions on submitting your completion certificate.

If you have any questions regarding CITI registration generally, please email Dr. R. Kirk Jonas at rjonas@richmond.edu.