Instructions: How to Access CITI Program Training:

Conflict of Interest Module

COI Training is required every 4 years per Public Health Service (PHS) guidelines, including NIH, for investigators. An “investigator” is the project director or principal investigator and any other person, regardless of title or position, who is responsible for the design, conduct, or reporting of PHS-funded research or proposals for such funding. Therefore, the regulations can apply to collaborators, consultants, postdoctoral fellows, graduate students, and others. And, this applies to both the awardee institution and any subrecipient organizations.

If you are seeking funding from an agency other PHS-funded programs, check the terms and conditions of the particular grant program and their institutional procedures.

The COI Module is also offered as a part of the Responsible Conduct of Research Modules. See the RCR Course descriptions to choose the appropriate course for your needs.

STEP 1: Access the CITI Website: www.citiprogram.org

STEP 2: Select “Register” to create an account. If you already have an account, enter your Username and Password and skip to STEP 10 of this document. MSU staff, faculty, and students should register for individual accounts.
STEP 3: Enter “Montana State University” in the “Search for organization” box and then select “Continue”

STEP 4: Enter your personal information. *Be sure to enter your information. Do not use address, phone, or email information belonging to your advisor, PI, or department. Anything other than your personal information invalidates the training and may be considered research misconduct.* Continue to the next step.

STEP 5: Create your Username and Password. Continue to the next step.

STEP 6: Enter gender, ethnicity, and race information (you can choose not to disclose).
You should select the course that you plan to take at the bottom of Step 6. You can adjust this later once you are enrolled.

- Conflicts of Interest Course Modules:
  - CITI Conflict of Interest Course
  - Conflicts of Interest Institution-Specific Policies
  - Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules
  - Institutional Responsibilities as They Affect Investigators
  - Conflicts of Commitment, Conscience, and Institutional Conflicts of Interest

STEP 7: Continue responding to questions associated with Learner Registration regarding Continuing Education (you probably will not be apply for CE credits).

STEP 8: CITI Course Enrollment Procedure. Select all the training you need to complete. **Question 6 contains the Conflicts of Interest Course.** This can be adjusted later should you need to add additional modules and courses.

STEP 9: Select “Finalize registration” and begin your training.
STEP 10: If you have previously registered with CITI, you will be directed to the screen below after logging in. To add the Conflicts of Interest Course, choose “Add a Course or Update Learner Group.”

Once selected, choose Yes for Question Number 6.