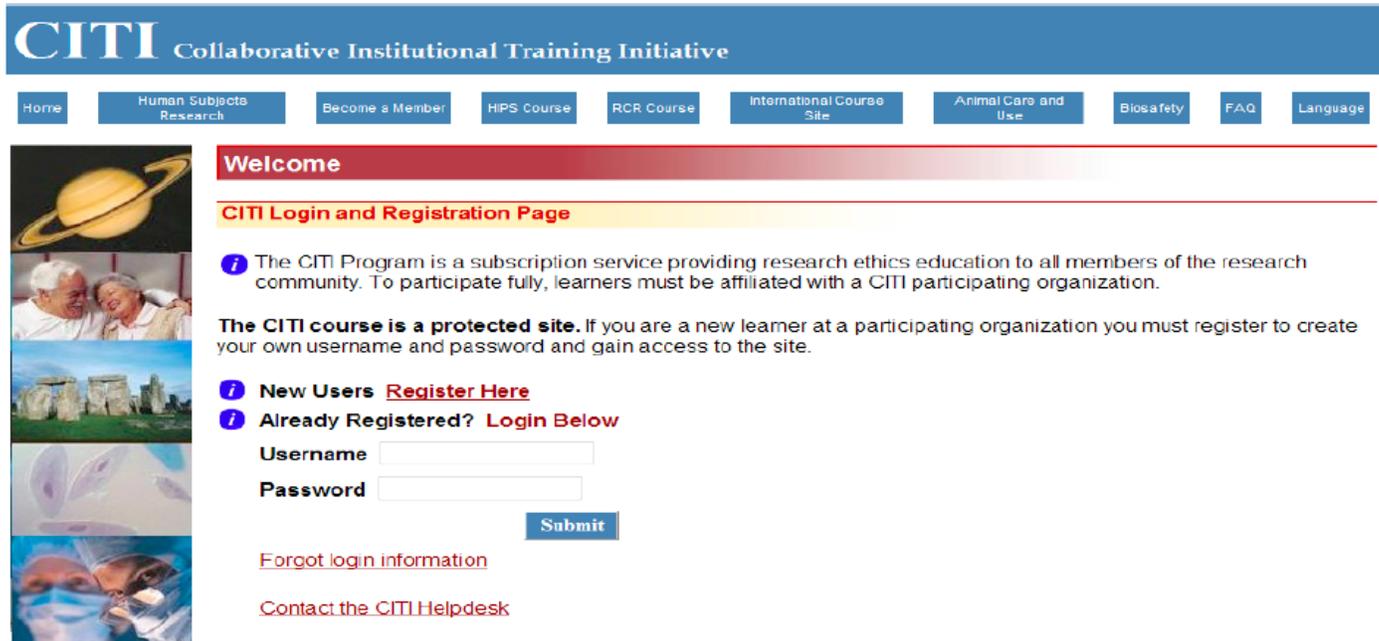


Registered CITI Users— Conflicts of Interest Course

Basic Learner Instructions

The following are basic learner instructions for you to logon to Battelle Memorial Institute CITI site. Go to www.citiprogram.org to register for CITI online training.

If you have problems accessing the CITI content, please contact Gary Sapp at 614-424-7648 or sappg@battelle.org.



CITI Collaborative Institutional Training Initiative

Home Human Subjects Research Become a Member HIPS Course RCR Course International Course Site Animal Care and Use Biosafety FAQ Language

Welcome

CITI Login and Registration Page

i The CITI Program is a subscription service providing research ethics education to all members of the research community. To participate fully, learners must be affiliated with a CITI participating organization.

The CITI course is a protected site. If you are a new learner at a participating organization you must register to create your own username and password and gain access to the site.

i **New Users** [Register Here](#)

i **Already Registered?** [Login Below](#)

Username

Password

[Forgot login information](#)

[Contact the CITI Helpdesk](#)

ALREADY REGISTERED? – If you have previously registered for CITI Training, please follow these instructions:

At CITI “Welcome” Page – Already Registered? Login Below

- Enter your CITI Username at the “Welcome” page.
- Enter your CITI Password at the “Welcome” page.

The page “Main Menu” will appear.

Main Menu

- This is the email address we have for you: gmsapp63@yahoo.com. If this is not correct, click [here](#) to edit your email address and other account information including your security question and answer.
- You are affiliated with **1** participating institution(s) on the CITI website. You will have at least one **grade book** per institution to track your progress in meeting the institution's coursework requirements (see below).

[Affiliate with another institution](#) ⓘ | [Change login information](#) | [Click here to Apply for CME/CEU Credits](#)

Battelle Memorial Institute ⓘ [View Battelle Memorial Institute instructions page](#)

You have enrolled for the following courses:

My Courses	Status	Completion Reports	CME/CEU Credits	Voluntary Satisfaction Survey
Conflicts of Interest, Stage 1	Not Started - Enter	Not Eamed	N/A	Not Available

ⓘ [Add a course or update your learner groups for Battelle Memorial Institute](#)

Battelle Memorial Institute Learner Utilities

Select “Add a Course or Update your Learner Groups for Battelle Memorial Institute”

The page “Select Curriculum - Battelle Memorial Institute” will appear.

[Resources](#) [Main Menu](#) | [Select Language](#) | [Logout](#)

Select Curriculum - Battelle Memorial Institute

To enable the software to present the appropriate course work for your needs, you will be asked a series of questions. Please read the questions carefully and provide the most appropriate answer.

Do you conduct research in any of the following settings?

Choose all that apply

- Yes, I conduct research with **live human beings, human samples or with data** derived from human beings.
- Yes, I conduct research or teaching activities that utilizes **live, animal subjects** or tissues derived from live animal subjects.
- Yes, I need/want to complete the **Conflicts of Interest** course.

[Next](#) [Cancel](#)

For the question “Do you conduct research in any of the following settings?”

- Select “Yes, I need/want to complete the CONFLICTS OF INTEREST Course”
- Select “Next”

The page “Main Menu” will appear.

Main Menu

- This is the email address we have for you [] if this is not correct, click [here](#) to edit your email address and other account information including your security question and answer.
- You are affiliated with 1 participating institution(s) on the CITI website. You will have at least one **grade book** per institution to track your progress in meeting the institution’s coursework requirements (see below).

[Affiliate with another institution](#) ⓘ | [Change login information](#) | [Click here to Apply for CME/CEU Credits](#)

Battelle Memorial Institute

ⓘ [View Battelle Memorial Institute instructions page](#)

You have enrolled for the following courses:

ⓘ My Courses	Status	Completion Reports	CME/CEU Credits	ⓘ Voluntary Satisfaction Survey
Conflicts of Interest, Stage 1	Not Started - Enter	Not Earned	N/A	Not Available

ⓘ [Add a course or update your learner groups for Battelle Memorial Institute](#)

Battelle Memorial Institute Learner Utilities

Under “Battelle Memorial Institute, “My Courses”, Select “Not Started – Enter” for the course “Conflicts of Interest, Stage 1”

The Page “Conflicts of Interest Gradebook” will appear.

[Resources](#)

[Main Menu](#) | [Select Language](#) | [Logoff](#)

CR# 8489924: Conflicts of Interest Gradebook

To pass this course you must complete all required modules with a combined score of **80**. Your current score is **0**.

Required Modules	Date Complete	Score
Complete The Integrity Assurance Statement before beginning the course.		
CITI Conflict of Interest Course - Introduction	Incomplete	
Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules	Incomplete	
Institutional Responsibilities as They Affect Investigators	Incomplete	

Optional Modules (Provided for general interest only. You DO NOT receive credit for completing these modules.)	Date Complete	Score
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Requirement # 1 Review and complete the “Integrity Assurance Statement”.

- Select “**I Agree**” and submit your response using the “**Submit**” button.
- Return to “**Gradebook**” and select **CITI Conflict of Interest Course – Introduction**.

NOTE: The CITI program may automatically return to “**Gradebook**”.

Requirement # 2 Review the CITI Conflict of Interest Course – Introduction.

- There is no quiz for this section.
- At the bottom of the page, under *TAKE THE QUIZ*, select **Financial Conflicts of Interest – Overview, Investigator Responsibilities, and COI Rules**

Requirement # 3 Review the Module: “Financial Conflicts of Interest: Overview, Investigator Responsibilities and COI Rules”

- a. Complete the Quiz for this Module
- b. At the bottom of the page, under *TAKE THE QUIZ*, select **Institutional Responsibilities as They Affect Investigators**

Requirement # 4 Review the Module: “Institutional Responsibilities as They Affect Investigators”

- a. Complete the Quiz for this Module
- b. Under *TAKE THE QUIZ*, select **“Return to Gradebook”**.

NOTE: The CITI program may automatically return to **“Gradebook”**.

Return to “Gradebook”. If you passed the course, your score will be available and you will be able to print a certificate. If you did not pass the course with a grade of 80% or better, then you will be able to re-review one or both of the training module(s) and re-take the quiz, as applicable.

**YOU MUST ACHIEVE a GRADE of at least 80% for the combined quiz scores.
Please print a CERTIFICATE for your records.**