

Getting Started with the CITI Program: Conflicts of Interest Basic Course
Creating a New Account

My Log-on: _____

My Password: _____

My CITI ID #: _____

The CITI Program provides education and training for researchers “that promotes the quality of and public trust in the research enterprise.”

Prospective researchers must complete Conflicts of Interest - Basic Course. Completing the Basic Course with a score of at least 80% on all quizzes will certify a researcher for four years and give the researcher a basic background in the elements of the revised Public Health Service (PHS) federal regulations on financial conflicts of interest and of strategies to apply each in their practice.

The Basic Course and certification enable the researcher to:

- Recognize, manage and report financial conflicts of interest.
- Evaluate circumstances in their work where new COI regulations apply.
- Identify circumstances under which the researcher objectivity may potentially be affected by a COI.
- Distinguish among the three forms of conflicts: *conflicts of commitment, conflicts of conscience, and institutional conflicts of interest.*
- Identify strategies to manage these three forms of conflicts.

The Basic Course consists of three modules.

Conflicts of Interest - Basic Course
1. Introduction (no quiz)
2. Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules
3. Institutional Responsibilities as They Affect Investigators

GETTING STARTED:

Go to: <https://www.citiprogram.org/index.cfm?pageID=22> or do an internet search for CITI Program.

How to register for a NEIU CITI Training Program

- Click the “Register” button to create an account.

Getting Started with the CITI Program: Conflicts of Interest Basic Course

Creating a New Account

The screenshot shows the CITI Program website interface. At the top, there is a navigation bar with the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". A search bar is located on the right side of the header. Below the header, there is a main navigation menu with links for Home, About Us, Subscribing, Online Courses, CEU/CE, Publications, Announcements, and Contact Us.

The main content area features a message for returning users: "Returning User? Please log in. Don't have an account? Click here to register". Below this message, there are two columns of information:

- Login Tips:**
 - Your password is case-sensitive.
 - For institutions using Single Sign On (SSO), you must log in directly from the institution's web page. Click here for a list of institutions that use SSO.
- Help for Login Issues:**
 - I forgot my Username or Password
 - The link in my email does not work

If you need more help, please contact our Help Desk.

On the right side, there are three main sections:

- Username/Password Login:** Includes input fields for Username and Password, a "Log In" button, and a link for "Forgot Username or Password?".
- Log in through my institution:** Includes a "Log in via SSO" button.
- Create an account:** Includes a "Register" button, which is highlighted with a yellow arrow. Below this button, it states: "Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner."

At the bottom of the page, there is a footer with three columns of information:

- SITE NAVIGATION:** About, Subscribing, Online Courses, CEU/CE.
- Publications:** Publications, Announcements, Contact Us.
- ACCESSIBILITY:** Accessibility, Copyright, Privacy Notice, Terms of Service.
- CONTACT INFORMATION:** CITI Program at the University of Miami, P.O. Box 016960 (M-859), Miami, Florida, US 33101, 888-529-5929 (U.S. toll free), +1-305-243-7970 (Outside U.S.), citisupport@med.miami.edu.

Getting Started with the CITI Program: Conflicts of Interest Basic Course Creating a New Account

The screenshot shows the CITI Program website interface. At the top, there are browser tabs and a URL bar. Below the browser, there is a navigation bar with 'USA - English' and 'Text Size: A A'. The main header features the CITI PROGRAM logo and the text 'Collaborative Institutional Training Initiative at the University of Miami'. A search bar is located in the top right corner. Below the header, there is a navigation menu with links for Home, About Us, Subscribing, Online Courses, CEU/CE, Publications, Announcements, and Contact Us. The main content area is titled 'CITI - Learner Registration' and includes a progress indicator for steps 1 through 7. A message states 'You must make a selection below.' The 'Select Your Organization Affiliation' section contains a search box with the text 'Search for organization: Enter full or partial name'. A dropdown menu is open, showing search results: 'Northeast', 'Northeast Ohio Medical University', 'Northeastern Illinois University', and 'Northeastern University'. A yellow arrow points to the search box with the text 'Enter full/partial name of Northeastern Illinois University in the search box.' Below the search results, there are two buttons: 'Continue to Step 2' and 'Search Again'. A second yellow arrow points to the 'Continue to Step 2' button. Below this section, there is an 'Independent Learner Registration' section with a text box explaining the option and a button labeled 'Continue as Independent Learner (Fees Apply)'.

Enter full/partial name of Northeastern Illinois University in the search box and select the appropriate institution. Then click “Continue to Step 2.”

Getting Started with the CITI Program: Conflicts of Interest Basic Course

Creating a New Account

USA - English Text Size: A A Log In | Register | Help

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami Search Knowledge Base

Home About Us Subscribing Online Courses CEU/CE Publications Announcements Contact Us

CITI - Learner Registration - Northeastern Illinois University

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

Personal Information

* indicates a required field.

* First Name	* Last Name
<input type="text"/>	<input type="text"/>
* Email Address	* Verify email address
<input type="text"/>	<input type="text"/>

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address	Verify secondary email address
<input type="text"/>	<input type="text"/>

[Continue to Step 3](#)

SITE NAVIGATION About	Publications	Accessibility	CONTACT INFORMATION CITI Program at the University of Miami
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Getting Started with the CITI Program: Conflicts of Interest Basic Course

Creating a New Account

The screenshot shows a web browser window with the URL <https://www.citiprogram.org/index.cfm?pageID=156&icat=3&ac=0>. The page header includes the CITI PROGRAM logo and the text "Collaborative Institutional Training Initiative at the University of Miami". A search bar labeled "Search Knowledge Base" is present. The navigation menu contains links for Home, About Us, Subscribing, Online Courses, CEU/CE, Publications, Announcements, and Contact Us.

The main content area is titled "CITI - Learner Registration - Northeastern Illinois University". Below this title is a progress indicator showing steps 1 through 7, with step 3 highlighted. The current step is "Create your Username and Password".

* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

* Password * Verify Password

Please choose a security question and provide an answer that you will remember. **NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.**

* Security Question

* Security Answer

[Continue to Step 4](#)

Getting Started with the CITI Program: Conflicts of Interest Basic Course

Creating a New Account

https://www.citiprogram.org/index.cfm?pageID=421&icat=3&ac=1

Gender, Ethnicity and Race

Why does CITI Program ask about your gender, race and ethnicity? ⓘ
Why does CITI Program use these categories? ⓘ

*** I identify my Gender as:**

- Female
- Male
- Transgender or Other
- Prefer not to answer

*** I identify my Ethnicity as:**

- Hispanic or Latino ⓘ
- Not Hispanic or Latino
- Prefer not to answer

*** I identify my Race as: (you may select more than one)**

- American Indian or Alaska Native ⓘ
- Black or African American ⓘ
- Asian ⓘ
- Native Hawaiian or Other Pacific Islander ⓘ
- White ⓘ
- Prefer not to answer

[Continue to Step 5](#)

Getting Started with the CITI Program: Conflicts of Interest Basic Course Creating a New Account

Re: Issue with RTTT bus... x 29 Nmail - Calendar - We... x CITI - Collaborative Inst... x NEU Online Directory... x Training & Resources: C... x www.northwestern.edu... x

← → ↻ <https://www.citiprogram.org/index.cfm?pageID=157&icat=3&ac=1> ☆ ☰

*** Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?**

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for many CITI courses – with that availability indicated on course and module listings. **Please register your interest for CE credits below** by checking the "YES" or "NO" dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

Yes

At the start of your course, you will be prompted to click on a "CE Information" page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

Yes

No

The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to "YES" before such time however by clicking on the "CE Credit Status" tab located at the top of your grad book page.

No

If you picked "YES", please check below the one type of credit you would like to earn

- MDs, DOs, PAs - AMA PRA Category 1 Credits TM
- Psychologists - APA Credits
- Nurses - ANCC CNE
- Other Participants - Certificates of Participation
- Social Workers - Florida Board of Clinical Social Work, Marriage & Family Therapy and Mental Health Counseling

*** Can CITI Program contact you at a later date regarding participation in research surveys?** ⓘ

- Yes
- No
- Not sure. Ask me later

[Continue to Step 6](#)

Getting Started with the CITI Program: Conflicts of Interest Basic Course

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The screenshot shows a web browser window with the URL <https://www.citiprogram.org/index.cfm?pageID=158&icat=3&ac=1>. The page title is "CITI - Learner Registration - Northeastern Illinois University". A progress bar at the top indicates seven steps, with step 6 highlighted. The main content area is titled "Please provide the following information requested by Northeastern Illinois University". A legend indicates that an asterisk (*) denotes a required field. The form contains the following fields:

- Language Preference (dropdown menu)
- * Institutional email address (text input)
- * Gender (dropdown menu)
- * Highest degree (dropdown menu)
- Employee Number (text input)
- * Department (text input)
- * What is your role in research? (dropdown menu)
- Address Field 1 (text input)
- Address Field 2 (text input)
- Address Field 3 (text input)
- City (text input)
- State (text input)

Getting Started with the CITI Program: Conflicts of Interest Basic Course Creating a New Account

The screenshot shows a web browser window with the URL <https://www.citiprogram.org/index.cfm?pageID=159&qID=444&icat=3&ac=1>. The page content includes:

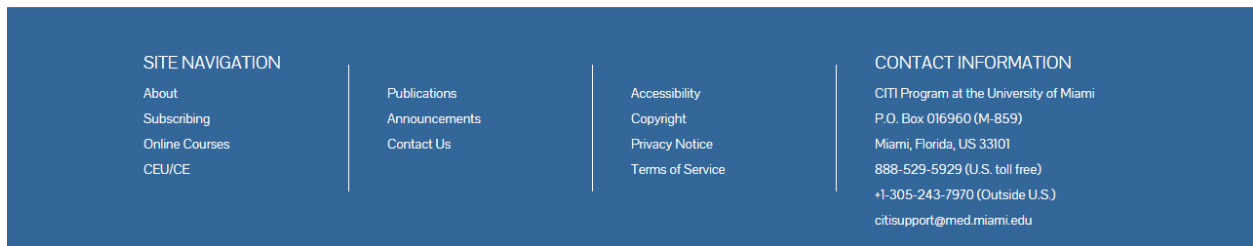
- A list of checkboxes for selecting modules:
 - I work with Rats: Genus: Rattus
 - I work with Swine
 - I work with Non-Human Primates (NHP)
 - If you plan to conduct studies that have the potential to cause "more than momentary pain and distress" in Mice or Rats you should complete the module on "Minimizing Pain and Distress".
 - I work with lizards, snakes or other reptiles.
- A note: "This course is currently under construction and not available at this time. Please make another selection"
- A checkbox: Do you conduct major survival surgery or non-survival surgeries in non-rodent species? If you do, the module on **aseptic surgery** is a must.
- A section header: **Species Specific Modules.**
- A checkbox: Working With Animals In Biomedical Research - Refresher Course
- A question box titled "Question 3" with the heading "Responsible Conduct of Research". The text says: "Please make your selection below to receive the courses in the Responsible Conduct of Research." Below this is a "Choose one answer" prompt and a list of radio buttons:
 - Social and Behavioral Responsible Conduct of Research Course
 - Physical Science Responsible Conduct of Research Course
 - Humanities Responsible Conduct of Research Course
 - Responsible Conduct of Research for Administrators
 - Not at this time, Thank you.
- A question box titled "Question 4" with the heading "Conflicts of Interest (COI)". The text says: "Would you like to take the Conflicts of Interest course?" Below this is a "Choose one answer" prompt and a list of radio buttons:
 - Yes
 - No
- A blue button labeled "Complete Registration"

Select "Yes" for Question 4 – Conflict of Interest (COI) and hit "Complete Registration."

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The footer section is divided into three columns. The first column, titled "SITE NAVIGATION", contains links for About, Subscribing, Online Courses, and CEU/CE. The second column contains links for Publications, Announcements, and Contact Us. The third column, titled "CONTACT INFORMATION", provides the following details: CITI Program at the University of Miami, P.O. Box 016960 (M-859), Miami, Florida, US 33101, 888-529-5929 (U.S. toll free), +1-305-243-7970 (Outside U.S.), and citisupport@med.miami.edu.

Click on "Finalize registration" to complete your registration.

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A green checkmark icon is followed by the message: "Your registration has been completed successfully."

Below this message is a table titled "Northeastern Illinois University Courses". The table has four columns: "Course", "Status", "Completion Report", and "Survey".

Course	Status	Completion Report	Survey
Conflicts of Interest	Not Started	Not Earned	
IRB Reference Resource	Not Started	Not Earned	

Below the table is a section titled "My Learner Tools for Northeastern Illinois University" with a list of links: "Add a Course or Update Learner Groups", "View Previously Completed Coursework", "Update Institution Profile", "View Instructions page", and "Remove Affiliation".

At the bottom of the page, there are two buttons: "Click here to affiliate with another institution" and "Affiliate as an Independent Learner".

A yellow arrow points to the "Conflicts of Interest" course in the table.

Click on "Conflicts of Interest" to complete the course.

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Conflicts of Interest - Basic Course

To pass this course you must:

- Complete all 3 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements
- Supplemental modules, if provided, are optional and do not count towards passing the course or the overall score

You have unfinished required or elective modules remaining

Your Current Score: **0%**

[Complete The Integrity Assurance Statement before beginning the course](#)

Required Modules		
	Date Completed	Score
CITI Conflict of Interest Course - Introduction (COI-Basic) (ID: 15177)	Incomplete	0/0 (0%)
Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules (COI-Basic) (ID: 15070)	Incomplete	0/0 (0%)
Institutional Responsibilities as They Affect Investigators (COI-Basic) (ID: 15072)	Incomplete	0/0 (0%)

Supplemental Modules		
	Date Completed	Score
NOTE: Supplemental modules are provided for general interest only. You DO NOT receive credit for completing these modules		
Conflicts of Commitment and Conscience (COI-Basic) (ID: 15073)	Incomplete	0/0 (0%)
Institutional Conflicts of Interest (COI-Basic) (ID: 16765)	Incomplete	0/0 (0%)

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Select "Complete The Integrity Assurance Statement" before beginning the Conflicts of Interest – Basic Course.

Getting Started with the CITI Program: Conflicts of Interest Basic Course Creating a New Account

English Text size: A A Brooke Ha ID: 5185715 | Log Out | Help

CITI PROGRAM Collaborative Institutional Training Initiative at the University of Miami Search Knowledge Base

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

Main Menu > Assurance Statement

Assurance Statement

Brooke Ha:

CITI Program [Terms of Service](#) include the following provisions. Please read them carefully.

- Only One Account:** I will maintain only one active CITI Program account, unless granted permission for multiple accounts by my institution or by CITI Program.
- No Account Sharing:** I will not share my username and password with anyone. I will contact the CITI Program Help Desk if I believe my account has been compromised.
- Do My Own Work:** I will complete all required quizzes and any other assessments by myself, using only my own work.
- No Quiz Sharing:** I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or any other means.
- No Cheating:** I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.
- My Actions Are Logged:** I understand that CITI Program keeps account activity logs, including computer IP addresses, time spent in each content area, number of quiz attempts and scores. Allegations of inappropriate use will be investigated, and the results reported to my institution.

Select the appropriate statement then click the Submit button:

- I AGREE to the above and the other [Terms of Service](#) for accessing CITI Program materials.
- I DO NOT AGREE, and wish to be contacted about one or more of the Terms of Service.

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Select "I AGREE" and hit "Submit."