

## **Frequently Asked Questions Research Conflict of Interest**

### **Online Training and Examination**

Investigators must assure that they have been informed of Investigator's disclosure responsibilities and Financial Conflict of Interest federal regulations prior to engaging in PHS/NSF funded research, any research from any funding source, or collaborative research which requires research conflict of interest review.

The Research Conflict of Interest Course and examination is provided through the Collaborative Institutional Training Initiative ([CITI](#)) website. The CITI training site provides Investigators with documentation of the achievement of this requirement.

**Q: Who must complete the online Research Conflict of Interest training?**

**A:** All personnel who plan on participating in a PHS or NSF funded research project, any other research funded by other sources, or collaborative research which requires research conflict of interest review and meet the definition of Investigator.

An Investigator is anyone who is responsible for the design, conduct, or reporting of funded or proposed research. This includes Principal Investigators (PIs always meet the definition), at a minimum: all paid or unpaid Key Personnel and paid Other Personnel (including but not limited to, post-docs, research techs, study coordinators, and graduate students), sub-grantees, contractors, collaborators, sub-recipients and sub-contractors meeting the definition of investigator.

**Q: Is CITI training mandatory?**

**A:** If you are participating in PHS or NSF funded research, any other research funded by other sources, or collaborative research which requires research conflict of interest review and are identified as an Investigator, then the CITI Research Conflict of Interest training is mandatory.

**Q: When does training expire?**

**A:** After four years from the date of completion

**Q: Will I get a reminder when my training is about to expire?**

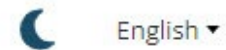
**A:** CITI will send a reminder to users 90 days before training is set to expire

**Q: How do I Access CITI training?**

**A:** See instructions below

1. Go to the [CITI Training](#) website. For details, see [Getting Started Guide](#) in CITI.

- *If you have a BCM ID and password*, click on “Log In Through My Organization” and choose Baylor College of Medicine in the box provided. Fill out any items requested by BCM (see [item 3](#)). To add the Research Conflict of Interest course, go to “Learner Tools”, “Add a Course”, answer Questions 1 & 2 of “Select Curriculum” (see [item 4](#)), and press “Submit” at the bottom of the webpage. Begin the Research Conflict of Interest Course (see [item 7](#)). After completing the course, view the completion report (see [item 8](#)).
- *If you do not have a BCM ID and password*, you must “Register” your own account (see [item 2](#) for registration instructions), affiliate with Baylor College of Medicine fill in information requested by BCM (see [item 3](#)), and “Log In”. Under “Select Curriculum” answer Questions 1 & 2, press “Submit” at the bottom of the page (see [item 4](#)). Begin the Research Conflict of Interest Course (see [item 7](#)). After completing the course, view the completion report (see [item 8](#)).
- *If you are already a CITI member and wish to affiliate with Baylor*, log in, go to “My Courses”, and choose “add an affiliation”. Choose Baylor College of Medicine in the box provided and fill in information requested by BCM (see [item 3](#)), under “Select Curriculum” answer Questions 1 & 2, press “Submit” at the bottom of the page (see [item 4](#)). Begin the Research Conflict of Interest Course (see [item 7](#)). After completing the course, view the completion report (see [item 8](#)).



[LOG IN](#)

[LOG IN THROUGH MY ORGANIZATION](#)

[REGISTER](#)

 **Your session has expired. Please re-login.**

[Forgot?](#)

[Forgot?](#)

**Note:** If you have multiple accounts in CITI, it is recommended to only have one CITI Program account to keep accurate completion records and to avoid duplicating previously completed coursework. CITI is unable to delete accounts but if you would like to merge multiple accounts, please send an email to [support@citiprogram.org](mailto:support@citiprogram.org) and include the following information:

- Your first and last name
- The name of your institution
- The username or member ID for the account to keep
- The username(s) or member ID(s) for the account(s) to merge

For more information, email CITI at [support@citiprogram.org](mailto:support@citiprogram.org) or call 888-529-5929.


2. To register, choose “Baylor College of Medicine” as your organization affiliation and complete Steps 1-4. For details, see [Getting Started Guide](#) in CITI.

## CITI - Learner Registration

Steps: **1** 2 3 4

### Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. 

Baylor College of Medicine

Baylor College of Medicine allows the use of Single Sign On (SSO) or a CITI Program username/password for access.

**Single Sign On (SSO) requires a username and password issued by Baylor College of Medicine.**

- I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.
- I affirm that I am an affiliate of Baylor College of Medicine.

[Log In with Baylor College of Medicine](#)

or

[Create a CITI Program account](#)

3. To enroll, fill in the asterisked lines of your member information. Choose a "Role in Research" that is a best fit.

Please provide the following information requested by Baylor College of Medicine

\* indicates a required field.

Language Preference

\* Institutional email address

Gender

Highest degree

Employee Number

\* Department

\* Role in research

Address Field 1

Address Field 2

Address Field 3

City

4. Select the curriculum to take by answering the questions presented, then “Submit” at the bottom of the webpage.

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## Question 1

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### Human Subjects Research & HIPS Course

Please choose the learner group(s) below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the course you select along with a **Health Information Privacy and Security (HIPS)** course based on your selection:

This question is required. Choose one answer.

- Research Investigators: Choose this Basic Biomedical course to satisfy CITI training requirements for Investigators and staff involved in any research with human subjects.
- IRB Members: This Basic Course is appropriate for IRB members.
- Biomedical Refresher 101
- Biomedical Refresher 200
- Biomedical Refresher 201
- Social & Behavioral Research Refresher 101
- Social & Behavioral Research Refresher 201
- Institutional/Signatory Official
- I am not conducting any type of human subjects research activities.

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## Question 2

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### Research Conflict of Interest

Will you be (or are you) listed on any research proposal or IRB protocol? If so, you are required to take the Research Conflict of Interest Course and you should select “Yes”.

- Yes, the Stage 1
- Yes, the Refresher
- ..

5. You may choose whether to affiliate with another CITI institution so that you won't have to repeat courses common to both. Click on "add an affiliation", choose which affiliate in the drop down box, and press "Continue". You will be prompted to fill out additional member information similar to items 2-4 above.

## Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

Baylor College of Medicine

[View Courses](#)

DEMO

[View Courses](#)

Harris Health System

[View Courses](#)

Houston Methodist Research Institute

[View Courses](#)

6. Click on each institution link to view course information. If you affiliated, your course information page will contain courses for both institutions, for example:

### Learner Tools for Baylor College of Medicine

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)



## Learner Tools for Houston Methodist Research Institute

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

- 7 The BCM Research Conflict of Interest Course will look similar to that below depending on which course you chose. Press “Start Now” to begin the course.

### Baylor College of Medicine Research Conflict of Interest Course

0 / 3 modules completed



Start Now

8. You must complete the **entire course** in order to print your course completion report. To see your completion report, click on “View – Print - Share Record”. Be sure to click “Log Out” if you are using a public computer.

### Baylor College of Medicine Research Conflict of Interest Course

[Post-Course Survey](#) 

Passed 25-Jul-2024

Review Course

View - Print - Share Record