UNIVERSITY of HOUSTON | RESEARCH

CITI TRAINING WEBSITE
Instructions for FCOI Modules

NEW USERS
Visit the CITI homepage: https://www.citiprogram.org/. Choose the New Users "Register Here" link.
Page 1: **Registration**
1. Select UH as your affiliated institution in the "Participating Institutions" dropdown menu.   2. Create a username and password.   3. Provide a security question and answer.   4. Enter your name.   5. Enter your email address.   6-8. Answer questions.
Click "**Submit**".
Page 2: **Member Information**
Enter the requested information.
Click "**Submit**".
Page 3: **Curriculum**
1-4. Select the curriculum appropriate to your research activities.   5. Answer "YES".   6-7. Choose all that apply to your research.
Click "**Continue**".
Page 4: **Confirmation of Institution**
Confirm your registration with the University of Houston.
Click **"No"** to continue.
Page 5: **Courses**
This page lists the courses that need to be completed according to your selections in the prior pages. Among them, you should see the following: **Conflict of Interest Course for Public Health Service (PHS)-funded researchers, Stage 1.** (Results from answering "Yes" in page 3, question 5.)   Click "**Enter**" to begin taking this course's first module: **Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules.**
Once this module is complete (including quiz), continue to the second module: **Institutional Responsibilities as They Affect Investigators.**

REGISTERED MEMBERS
Visit the CITI homepage: https://www.citiprogram.org/
Log in with your username and password.
If University of Houston is already listed as your affiliated institution, continue to the Step 1. If not, select "Affiliate with another institution" and change the affiliation.
Step 1: Select "**Add a course/update learner groups**".
1-4 Select the curriculum appropriate to your research activities.   5. Answer "YES".   6-7. Choose all that apply to your research.
Click "**Continue**".
Step 2: **Courses**
When you return to your course listings page, you should see the following course listed: **Conflict of Interest Course for Public Health Service (PHS)-funded researchers, Stage 1.** (Results from answering "Yes" to question 5.)
Click "**Enter**" to begin taking this course's first module: **Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules.**
Once this module is complete (including quiz), continue to the second module: **Institutional Responsibilities as They Affect Investigators.**

A score of 80% is required on BOTH modules to fulfill the education requirement for FCOI. You may print out your certificate for your records. You do not need to send this certificate to the Division of Research as we have access to the transcripts. However, to expedite DOR acknowledgment of the completion, please send an email to COI@central.uh.edu to indicate that the requirement has been completed.