

Training Instructions: Conflict Of Interest (COI)

1. Log into your CITI account from <https://access.caltech.edu/> You will find the link under "Research Services," "Select Research Ethics Education (CITI)"

Research Services

✓ Biosketch and Other Support	?	★
Access data to create Biosketch and Other Support (BSOS)		
✓ Controlled Substance Tracking	?	★
Manage and track controlled substances used in research		
✓ IACUC Protocol Application System	?	★
Submit protocols for animal research for review by Caltech's Institutional Animal Care and Use Committee (IACUC).		
✓ IRB Protocol Application System	?	★
Submit protocols for human subject research for review by Caltech's Institutional Review Board (IRB)		
✓ iThenticate	?	★
Document similarity checking service		
✓ LabArchives	?	★
Electronic lab notebook		
✓ OLAR Billing	?	★
View and manage billing of OLAR services		
✓ PHS/NIH Travel Expense Form Disclosure	?	★
Direct access to the PHS/NIH Travel Expense Form Disclosure		
✓ Research Ethics Education (CITI)	?	★
Provides training in various areas of research compliance		



2. If you already have a CITI account, please proceed to the next step.

If you do not have a CITI account, you will need to create one before going to the next step. Simply, click on "I don't have a CITI Program account and I need to create one," and it will take you to the SSO screen so that you may proceed to step 3.



[LOG IN](#)

[LOG IN THROUGH MY ORGANIZATION](#)

[REGISTER](#)

Associate your SSO account with a CITI Program account

Please choose an option:

- ☐ I already have a CITI Program account.
- ☐ I don't have a CITI Program account and I need to create one.



3. Use your Caltech credentials to log into CITI. Once in your CITI account, scroll down to the bottom of the page and click on "Add a Course."



4. This will take you to Question 1 where you will select "I need to complete online courses in Conflict of Interest (COI)" and click "Next."



Please make your selection below to receive the courses appropriate to your research activities.

This question is required. Choose all that apply.

- ☐ I am a student or postdoc and need to complete an online course in Responsible Conduct in Research (RCR).
- ☐ I am Faculty or Research Staff and need to complete an online course in Research Integrity.
-  ☒ **I need to complete online courses in Conflict of Interest (COI).**
- ☐ I am conducting, planning to conduct or am otherwise involved in research with human subjects or collection and analysis of tissues, specimens, data or personal information from humans.
- ☐ I am a member of the IRB, the IRB Chair, or the IO.
- ☐ I am conducting, planning to conduct or am otherwise involved in studies with laboratory animals.
- ☐ I am a member of the IACUC.
- ☐ I will be using controlled substances in my research, and I need to complete training.
- ☐ I am a Researcher who must complete a course in Research Security.

- This will take you back to your CITI dashboard where you will see the course listed under “Courses Ready to Begin.” The “Conflict of Interest” course should now be added to your list of courses to complete. Click on “Start Now” to begin either course first.

Show Courses for:  [Institution List](#)

California Institute of Technology

Active Courses

[Learner Tools](#)

You have no active courses for this Institution.

Courses Ready to Begin

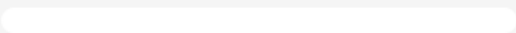
[Learner Tools](#)

California Institute of Technology

Conflicts of Interest

Stage 1 - Basic Course

0 / 2 modules completed



[Start Now](#)



- Please read the Assurance Statement and ensure the “agree” box is selected before clicking “submit.”

Assurance Statement

Conflicts of Interest - Basic Course

CITI Program’s [Terms of Service](#) and [Privacy and Cookie Policy](#) include the following provisions for learners. Please read them carefully.

Account Security: I will keep my username and password secure, and I will not share them or allow anyone else to access my account. I will contact [CITI Program Support](#) if I believe my account has been compromised.

Work Integrity: I will complete all required quizzes and any other assessments using only my own work. I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.

Quiz Sharing: I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or by any other means.

Recordkeeping: I understand that CITI Program keeps account activity logs, including computer IP address, time spent in each content area, number of quiz attempts, and quiz scores. Indications of inappropriate use will be investigated, and may be reported to organizations with which I am affiliated.



I AGREE to the above, the [Terms of Service](#), and the [Privacy and Cookie Policy](#), in order to access CITI Program materials.

Cancel

Submit

7. Please click Start to start the module.

Conflicts of Interest

California Institute of Technology

INSTRUCTIONS

- Complete all 2 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements

PROGRESS

0 / 2
modules
complete

SCORE

0%

You have unfinished required or elective modules remaining.

Required Modules

Complete all 2 required modules.

Modules	Completed	Score
Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules (COI-Basic) (ID 15070)	Incomplete	-
Institutional Responsibilities as They Affect Investigators (COI-Basic) (ID 15072)	Incomplete	-

Start

Start



8. Once you complete the module, please return to the CITI page to take the quiz. You will need to complete the quiz in order to “complete” the training requirement.

