CITI Training Instructions for Accessing the Conflict of Interest (COI) Modules (updated 10/4/2022)

If you are not registered with CITI, please take a minute to register. Registering for CITI instructions can be found here instructions (PDF).

If you **ARE** registered and enrolled in CITI, please follow the instructions below to add the COI module to the courses under your account. Complete the module at your earliest convenience.

Step 1: After logging in, scroll down to the "Institutional Courses" heading and select the blue "View Courses" Button next to you Appalachian State University affiliation.

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.

Appalachian State University   **View Courses**

Would you like to affiliate with another Institution?   **Add Affiliation**

Would you like to remove an existing affiliation?   **Remove Affiliation**
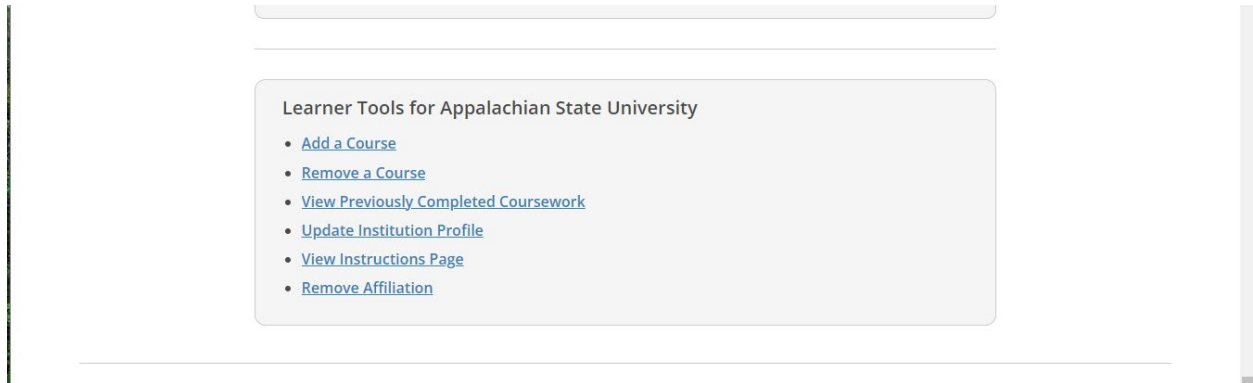
Independent Learner

Register as an independent learner to purchase course content. Before you purchase a course, please make sure you do not already have access to that course through an Institutional affiliation. Please note that refunds are not available for courses purchased as an Independent Learner.

Register as an Independent Learner

Step 2: After selecting "View Courses", look for the section to "add a course" to your account (if you have previously registered for other courses, you might need to scroll down to the bottom of the page to find this section).

Learner Tools for Appalachian State University
- Add a Course
- Remove a Course
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions Page
- Remove Affiliation

Step3: After selecting "add a course" a section will appear to select what type of courses to add to your account. Select "Conflict of Interest".

Select Curriculum
Appalachian State University

Question 1

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?

This question is required. Choose all that apply.

- [ ] Human Subjects Research
- [ ] Good Clinical Pratice (GCP)
- [ ] Responsible Conduct of Research
- [ ] Animal Care and Use
- [ ] Biosafety/Biosecurity
- [✓] Conflicts of Interest

Start Over   Next

Step 4: In your list of courses, Conflicts of Interest will appear

Appalachian State University
Conflicts of Interest
Stage 1 - Basic Course

0 / 3 modules completed

Start Now

Step 5: Complete the modules listed as mandatory

You have unfinished required or elective modules remaining.

Required Modules

Complete all 3 required modules.

Modules	Completed	Score	
Organization-Specific Policies (ID 20757)	Incomplete	-	**Start**
Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules (COI-Basic) (ID 15070)	Incomplete	-	Start
Institutional Responsibilities as They Affect Investigators (COI-Basic) (ID 15072)	Incomplete	-	Start