## Instructions for completing required PHS fCOI training through CITI

**1. Go to [CITIprogram.org](CITIprogram.org)**

**2. Click Register**

**CITI PROGRAM**    Subscriptions ▾    Courses ▾    Resources    Support ▾    🔍    [ Register ]

# Are you ready for the Revised Common Rule?

**3. Select Your Organization Affiliation. Enter "Lehigh University" in the text search field, click the box to agree to the terms of service, and click the box to affirm you are an affiliate of Lehigh University. Click Continue to Create Your CITI Program Username/Password.**

### CITI - Learner Registration

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

#### 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. ❓

> Lehigh University

Lehigh University only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.
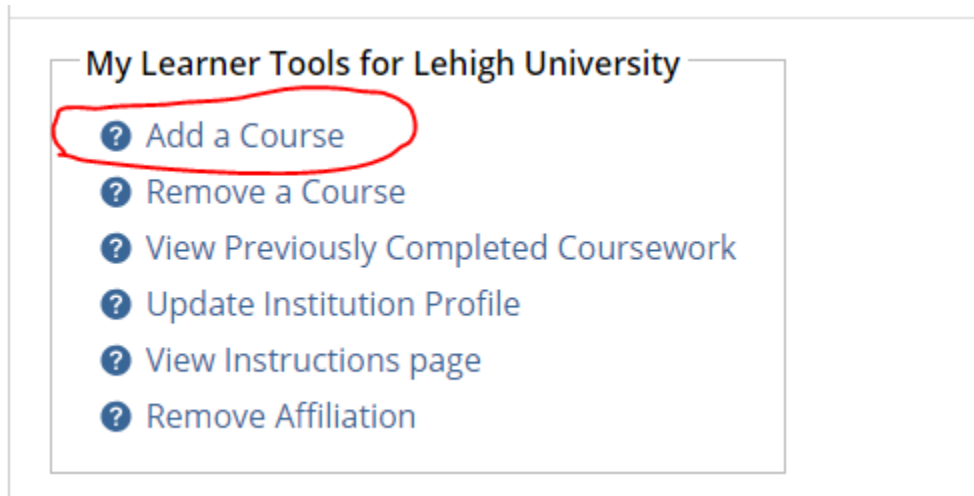
☑ I AGREE to the Terms of Service for accessing CITI Program materials.
☑ I affirm that I am an affiliate of Lehigh University.

**[ Continue To Create Your CITI Program Username/Password ]**

**4. Enter your Personal Information. You must use your @lehigh.edu email. Click Continue and complete all 7 registration steps.**

**5. Once registered, click "Add a Course" from the My Learner Tools for Lehigh University box on the home page.**

My Learner Tools for Lehigh University

- ❓ Add a Course
- ❓ Remove a Course
- ❓ View Previously Completed Coursework
- ❓ Update Institution Profile
- ❓ View Instructions page
- ❓ Remove Affiliation

**6. Choose "Conflict of Interest" and click Next.**

☐ Human Research

☐ Lab Animal Welfare

☐ Responsible Conduct of Research (RCR)

☑ Conflict of Interest

☐ GCP – Social and Behavioral Research Best Practices for Clinical Research

☐ GCP SBR Advanced Refresher

Next

**7. The Conflict of Interest course will appear in "My Courses" under your Main Menu. Click on the hyperlink to the course to begin. There are three required modules and one optional. You must complete the quiz after each required module and score a cumulative score of 80% in order to pass.**

| Required Modules |
| --- |
| Organization-Specific Policies (ID: 19221) |
| Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules (COI-Basic) (ID: 15070) |
| Institutional Responsibilities as They Affect Investigators (COI-Basic) (ID: 15072) |

| Optional Modules |
| --- |
| Conflicts of Commitment and Conscience (COI-Basic) (ID: 15073) |

**8. To access your completion record, go to My Records, and save the PDF completion record by clicking on View-Print-Share under Completion Record. Verify that your completion record lists all three required modules as "Completed." You may wish to download a copy of this completion certificate for your records.**

Conflict of Interest mini-course

| | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Conflict of Interest** | | | | | | | | |
| Stage | Record ID | Passing Score | Your Score | Start Date | Completion Date | Expiration Date | Gradebook | Completion Record |
| Stage 1 | 26178989 | 80% | 80% | 12-Feb-2018 | 12-Feb-2018 | 11-Feb-2022 | View | View-Print-Share |