

CITI TRAINING WEBSITE

Instructions for COI Refresher Modules

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 Step 1. If not, select "Remove Affiliation" and follow the instructions to change your affiliation.

Step 1: Under "University of Houston Courses", select "**Add a course/update learner groups**". (It may be in your "My Learner Tools" box).

- 1-4. Select the curriculum appropriate to your research activities.
5. Answer "YES," the COI Refresher Course (renewal)
- 6-7. Choose all that apply to your research.

Click "**Submit**"

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**. (Results from answering "Yes" to question 5.)

Click "**Enter**" to begin taking this course's first module: **Conflicts of Interest and the PHS Regulations (COI-refresher)**

Once this module is complete (including quiz), continue to the second module: **Significant Financial Interests (COI-refresher)**

Again, once this module is complete (including quiz), continue to the third module: **Institutional Obligations as they Affect Investigators (COI-refresher)**

And then the fourth module: **COI Management Plans and Noncompliance (COI-refresher)**

An average score of 80% is required on all 4 modules to fulfill the refresher education requirement for COI. 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.