

CITI Program Training

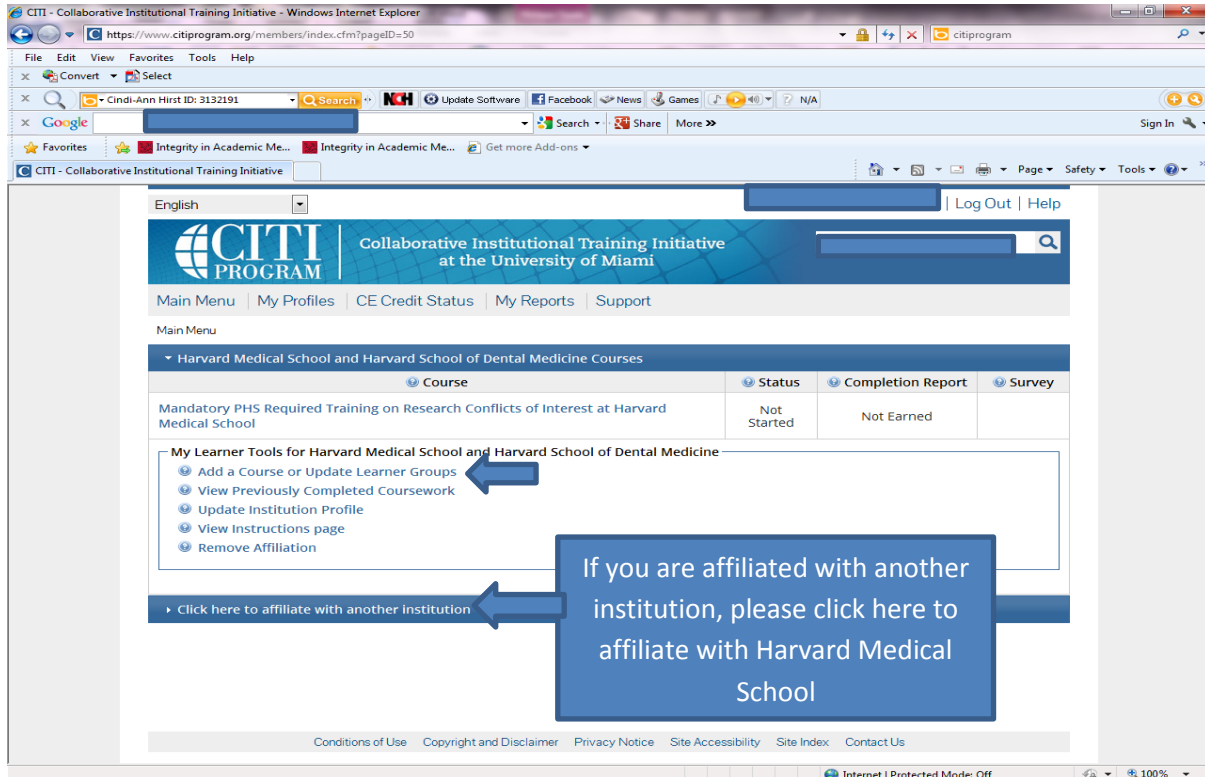
To be completed by time of application and renewed every four years

1. Account Registration: <http://www.CitiProgram.org>

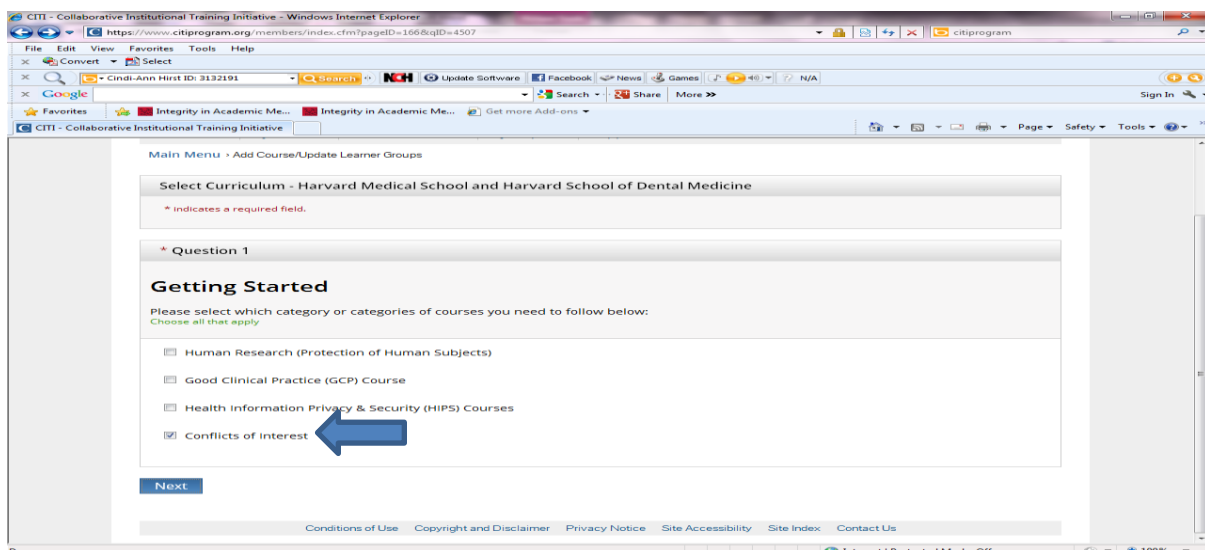
Complete personal information questions and create account. When you reach a question at the bottom of the page asking if you would pay for credit, select NO.

2. Already have a CitiProgram Account?

Login at www.CitiProgram.org and select: **Add a course or update learner groups**



3. Tick Conflicts of Interest to add PHS Training to your courses.



4. Beneath **Course** on the main page, you will see **Mandatory PHS Required Training on Research Conflicts of Interest at Harvard Medical School**. **Click the Link (highlighted in blue)**.

The screenshot shows the CITI Program website interface. At the top, there's a navigation bar with 'Log Out' and 'Help' links. Below the header, a 'Main Menu' section displays a green checkmark and the message 'Your request has been successfully submitted.' A table lists courses, with the first row highlighted in blue: 'Mandatory PHS Required Training on Research Conflicts of Interest at Harvard Medical School'. A blue arrow points to this row. Below the table, there's a section for 'My Learner Tools' with links like 'Add a Course or Update Learner Groups', 'View Previously Completed Coursework', 'Update Institution Profile', 'View Instructions page', and 'Remove Affiliation'. At the bottom, there's a link to 'Click here to affiliate with another institution'.

5. **Complete 3 Modules** – enter the module, read the information and take the quiz at the bottom

The screenshot shows the 'Mandatory PHS Required Training on Research Conflicts of Interest at Harvard Medical School - Stage 1' page. It includes a 'Main Menu' section with a link to 'Course Mandatory PHS Required Training on Research Conflicts of Interest at Harvard Medical School'. The page displays the course requirements: 'To pass this course you must: Complete all 3 required modules, Achieve an average score of 80% on all quizzes'. A 'Your Current Score' of '0%' is shown. Below this, there's a link to 'Complete The Integrity Assurance Statement before beginning the course'. A table lists the 'Required Modules' with their status and scores.

Required Modules	Date Completed	Score
Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules (ID: 15070)	Incomplete	0/0 (0%)
Institutional Responsibilities as They Affect Investigators (ID: 15072)	Incomplete	0/0 (0%)
Conflicts of Interest Institution-Specific Policies (ID: 15193)	Incomplete	0/0 (0%)

Failure to complete this training will delay application process and/or disbursement of funds.