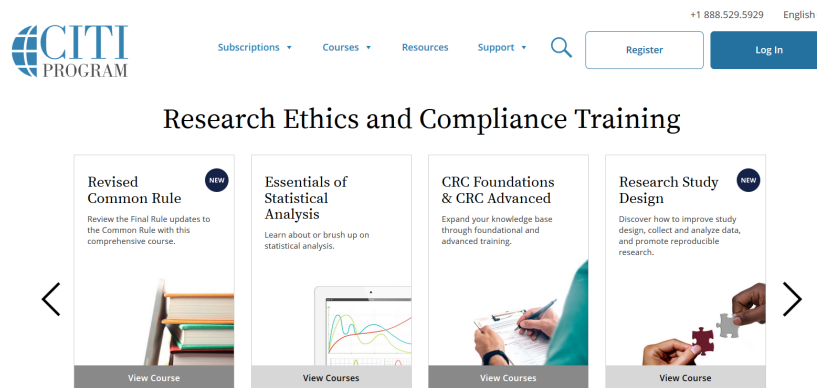**SAN FRANCISCO STATE UNIVERSITY**

INSTRUCTIONS FOR ACCESSING
CONFLICT OF INTEREST TRAINING THROUGH CITI PROGRAM

Public Health Service (PHS) funded agencies require Conflict of Interest (COI) Training for all Principal Investigator (PI), co-Principal Investigator (Co-PI), and any other person who are responsible for the design, conduct, or reporting of the sponsored project. COI Training must be completed *prior* to engaging in research and expenditure of funds and then every four years thereafter. Contact ORSP Compliance at orspcomp@sfsu.edu for your questions.
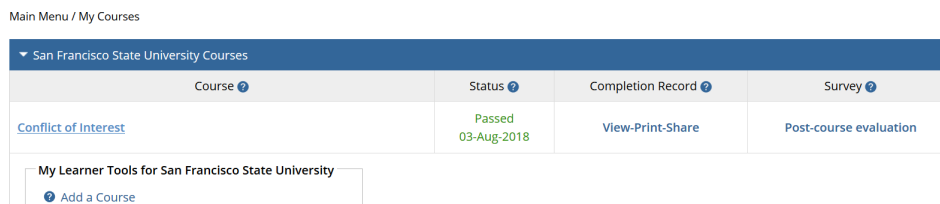
List of PHS Agencies: National Institutes of Health (NIH), Centers for Disease Control and Prevention (CDC), Food and Drug Administration (FDA), Agency for Healthcare Research and Quality (AHRQ), Agency for Toxic Substances and Disease Registry (ATSDR), Health Resources and Services Administration (HRSA), Indian Health Service (IHS), and Substance Abuse and Mental Health Services Administration (SAMHSA).

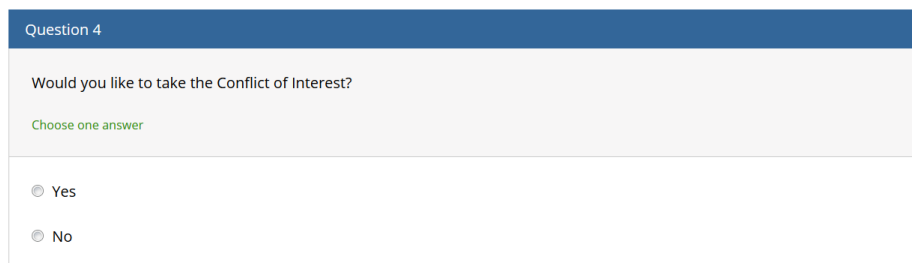**Instructions for signing up COI Training through CITI Program:**

- Go to https://www.citiprogram.org

- Begin by registering if you do not already have a user name & password

- In the CITI – Learner Registration (Step 1 page) enter "San Francisco State University" and then complete the other Steps.

- Once you are back at Main Menu / My Courses, select "San Francisco State University Courses" and "Add a Course."

- Scroll down to the bottom of the page to "Question 4" and answer "Yes" to "Would you like to take the Conflict of Interest?" then click "Continue."

- You will be taken back to the main menu where you should now see the Conflict of Interest in your queue. Click "Enter" to begin. Proceed to complete those modules in the Conflict of Interest course.

- Upon completion of COI training through CITI, please complete and submit the online form "NIH/PHS Proof of COI Training to ORSP" (http://research.sfsu.edu/content/nihphs-proof-coi-training-orsp) where you can upload your training certificate of completion.

Updated 09.2018, Compliance