

Tufts University

CITI Conflict of Interest (COI) Mini-Course

Institutional Instructions

To Start the CITI COI mini-course:

- Go to <https://www.citiprogram.org>
- Register as a new user, or a return user, as applicable

If you are a new CITI user:

- Select Tufts University/Tufts Medical Center as your “Participating Institution”
- Complete registration fields appropriately to setup your account
- Complete member information

Select Curriculum

- Select “None of the above/I do not know/Not Applicable” to question #1, regarding an IRB group
- Select “Not at this time” to question #2, regarding Responsible Conduct of Research
- Answer “Yes” to questions #3

Additional Institutional Affiliation

- Click “No” to continue with current selection

Main Menu

- Click “**Not Started - Enter**” under “Status” for COI course

If you are an existing CITI user:

- On the Main Menu, click “**Add a course or update your learner groups**” for Tufts University/Tufts Medical Center
- Select “Yes” on Question 3 to take COI mini-course.
- On the Main Menu, click “**Not Started - Enter**” under “Status” to start COI course.

To Complete the Courses:

- The minimum passing score for the quizzes is **80%**. A running tally is compiled in the Gradebook. If you want to improve a score on a quiz, you may repeat any quiz in which you didn’t score 100% correct.
- Print or download a **Course Completion Report** as evidence that you have met your institutional requirements. If you did not meet the passing grade, you will not be able to print a completion report.
- You must select the “**Submit**” button from the quiz to receive a score and save it onto the program. If you exit the quiz without doing so, you will have to take the quiz again because an incomplete status will remain in the Gradebook.

Please Note: Each individual is reminded to keep a copy of his/her certificate of completion. Principal Investigators are required to retain a copy of education certificates for all research team members; these documents are subject to audit.

Questions:

Questions regarding your requirements should be addressed to the Office of Research Administration main office at (617) 636-6550 for the Health Sciences Campus or (617) 627-3417 for the Medford/Somerville Campus.

Technical issues should be addressed to citisupport@med.miami.edu or (305) 243-7970.