VALDOSTA STATE UNIVERSITY

Conflicts of Interest Course
CITI Course Completion Instructions

1. Go to http://www.citiprogram.org/

2. If you have previously registered for CITI training, sign in using your username and password. If you do not remember your username and/or password, click on the Forgot login information link and follow the instructions. Once you are signed in, skip to Step 6 below.

3. If you have not previously registered for CITI training, click ⓘ**New Users Register Here**

4. On the **Complete Registration Steps** page, complete the following questions:

   Section 1: Select **Valdosta State University** as the participating institution. Leave the other fields blank.
   Section 2: Create your Username and Password.
   Section 3: Select a security question and create your answer.
   Section 4: Enter your name.
   Section 5: Enter your VSU email address. You may also enter an alternate email address.
   Section 6: Select "No" regarding CME credits.
   Section 7: Select an answer regarding course survey.

   Click **Submit**.

5. On the **Member Information** page, fill in the required fields. Students must also include their permanent mailing address.

   Click **Submit**.

6. On the **Main Menu** page, click on
   ⓘ**Add a course or update your learner groups** for *Valdosta State University*.

   Scroll down and click **Continue**.

7. On the **Select Curriculum - Valdosta State University** page, in **Question 1**, check "Yes" to add the **Conflicts of Interest, Stage 1** course to your training curriculum.

   Scroll down and click **Continue.**

   (Special Note: You may sign up for more than one type of training at this time, or you may return to the CITIProgram site later, sign in, and add additional courses to your Learner Groups.)

8. On the **Main Menu** page, you will see a listing of the courses to which you have subscribed that looks like the following:

You have enrolled in the following courses:

My Courses	Status	Completion Reports	CE Credit Status	Voluntary Satisfaction Survey
Conflicts of Interest, Stage 1	Not Started - Enter	Not Earned	Register for CE Credits	Please Complete Now

For the Conflicts of Interest training required for institutional submission of a sponsored project proposal and/or institutional acceptance of a sponsored project award, click **Enter** under **Status** next to the **Conflicts of Interest, Stage 1** entry.

9. On the **Gradebook – Required Modules** page, click on **The Integrity Assurance Statement**, read it, and signify compliance before beginning the modules. Click Submit.

10. Complete all three Conflicts of Interest modules.

    (Special Note: A minimum score of 80% on each module is required. If you have not attained this score, please review the module again and retake the quiz until you have scored at least 80%.)

11. To print a completion certificate, return to the **Main Menu** (click on the Go to the Main Menu link at the bottom of the Quiz Results page in the last module).

12. Click **Print** under **Completion Reports** for the **Conflicts of Interest, Stage 1** course.

13. To complete other courses (such as Responsible Conduct of Research) to which you have subscribed, return to the **Main Menu** and select another course.

14. To subscribe to other research ethics courses or to complete optional modules at a later date, sign on to CITI. On the **Main Menu**, select
    Add a course or update your learner groups for *Valdosta State University*.
    Select the course you wish to add.

15. To view and/or print a copy of all the modules you have completed, go to the **Main Menu** and click on **Previous Coursework** **completed.** You may also save this page as a .pdf file or cut and paste the contents into a Word document.

If you have difficulty accessing any courses, please contact the Office of Sponsored Programs & Research Administration (OSPRA) at grants@valdosta.edu or 249-2614 for assistance.