

CITI Training Instructions

To ensure compliance with federal and foundation grant requirements, all investigators and other study personnel responsible for design, conduct, or reporting of research at National Jewish Health are required to complete Conflict of Interest training. The COI CITI course is available to fulfill this requirement.

If you are a “current” CITI user, refer to the following instructions to add the COI course:

1. Select the “Add a Course” option from the Main Menu. The module can be added to the NJH Curriculum by answering “Yes” to Question 9, “Conflicts of Interest (COI)”.

If you are a “new” CITI user, refer to the following instructions to register and complete the training program:

1. Go to CITI’s website: www.citiprogram.org
2. On the CITI home page, click on the “Register” tab on the top right hand side of the page.
3. Complete registration steps 1-7.
 - a. Under step 1, “Select Your Organization Affiliation”, type “National Jewish Health” and select it from the dropdown menu.
 - b. Under step 2, enter your first name, last name and email address.
 - c. Under step 3, select a username and password that you will use to log into the CITI course. **Write down your username and password so you do not forget them.**
 - d. Complete steps 4-6.
 - e. Under step 7, Question 1, you are asked to select a learner group. The group you select defines the set of modules you must complete for your IRB training requirement. National Jewish has five groups: Biomedical Research, Social and Behavioral Research, Research with Data or Specimens Only, IRB members and IRB Community Members. **You must choose the one that most closely matches your role in research.**

***Note:** Most research personnel will take the same course as the investigator with whom they work. Researchers who are also IRB members should select the IRB member learner group.*

You must select an answer to Question 2 to complete your registration.

Answer “Yes” to Question 9, “Conflicts of Interest (COI)”. This will add the COI module to your NJH Curriculum.

Click on the blue “Complete Registration” tab at the bottom of the page. **You are now ready to begin the CITI course.**

On the Main Menu / My Courses screen, after you log in with your username and password, you will see the courses that have been added to your curriculum. Under the word “Status” it will say “Passed” and list your training completion date, if applicable. On this same page, you can print your completion certificate (click on the link “View-Print-Share”, next to the training completion date).

Once you complete training, the CITI program software automatically sends your training completion date to the Research Regulatory Affairs office at NJH, however it is recommended that you print a copy for your records.

If you have forgotten your username and password, the CITI program can email you your information. Visit <https://www.citiprogram.org/index.cfm?pageID=564#password> or contact CITI Support at [888-529-5929](tel:888-529-5929).

For COI specific questions, please contact Alicia Christensen, Exec Dir, Compliance and Regulatory Affairs.