The background features abstract, flowing waves in shades of red, orange, and yellow, creating a dynamic and energetic feel. The waves are layered and semi-transparent, giving a sense of movement and depth.

# **TRAINING REQUIREMENTS FOR APPLYING FOR NIH FUNDING**

Biomedical

# REQUIREMENTS FOR PARTICIPATION IN HUMAN SUBJECT RESEARCH

1. Submit a current Financial Conflict of Interest Disclosure
  1. <http://www.creighton.edu/researchservices/rco/coi/coidisclosure/>
2. Complete the two required online courses
  - CITI Biomedical Responsible Conduct of Research (RCR) Course
  - CITI Conflict of Interest (COI) Course
3. Complete the NIH FCOI Online Tutorial

# FINANCIAL CONFLICT OF INTEREST DISCLOSURE

To access the Financial Conflict of Interest Disclosure go to:

<http://www.creighton.edu/researchservices/rco/coi/coidisclosure/>

For questions, call the Research Compliance Education Office at 402-280-2680 or [researchcomped@creighton.edu](mailto:researchcomped@creighton.edu)

The screenshot displays the Creighton University Research Services website. The browser address bar shows the URL: [www.creighton.edu/researchservices/rco/coi/coidisclosure/](http://www.creighton.edu/researchservices/rco/coi/coidisclosure/). The navigation menu includes links for Staff Directory, A-Z Index, Campus Map, CEmail, Donate Now, and Blueline. The main header features the Creighton University logo and the text "Research Services".

The breadcrumb trail indicates the current location: Creighton University > Research Services > Research Compliance Office > Conflict of Interest > COI Disclosure.

The left sidebar lists various research services, with "COI Disclosure" highlighted under the "Conflict of Interest" section. Other services listed include Associate Vice Provost, Core Facilities, Research Compliance Office, Staff, Policies, NIH COI Tutorial, Helpful Resources, Quality Assurance Program, and Research Misconduct and Noncompliance.

The main content area displays the "Disclosure of Financial Relationship for Sponsored Projects (08/24/2014-08/23/2015)" form. The form includes the following fields and options:

- NetID (if available):
- Name:  \*
- Department:  \*
- Email:  \*
- Phone:
- Date: Jun 24 2015
- Please check the appropriate boxes (check all that apply):
  - Creighton Faculty/Staff
  - Graduate Student
  - Undergrad Student
  - Other
  - Annual Disclosure
  - Initial Disclosure
  - Investigator
  - Committee Member
  - Co-Investigator
  - PHS-funded
  - Update

# CREATING YOUR NEW CITI ACCOUNT

[WWW.CITIPROGRAM.ORG](http://WWW.CITIPROGRAM.ORG)

The screenshot shows the CITI Program website interface. At the top left, there is a language selector for "USA - English" and a text size option "A A". To the right are links for "Log In | Register | Help". The main header features the "CITI PROGRAM" logo and the text "Collaborative Institutional Training Initiative at the University of Miami", along with a search bar labeled "Search Knowledge Base". Below the header is a navigation menu with links: "Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Contact Us". The main content area is split into two columns. The left column features a banner for the "4<sup>th</sup> World Conference On Research Integrity" with the subtitle "Research Rewards and Integrity: Improving Systems to Promote Responsible Research" and dates "May 31-June 3, 2015". The banner includes a logo for the conference and a photo of Rio de Janeiro, Brazil. Below the banner, it states "Over 7.4 million CITI Program courses have been completed since 2000". The right column contains a login form with fields for "Username" and "Password", a "Log In" button, and a link for "Forgot Username or Password?". Below the login form is a section for "Log in through my institution" with a "Log in via SSO" button. At the bottom of the right column is a "Create an account" section with a "Register" button and a note: "Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner." At the bottom left, there is a "CITI Program Announcements" section with links to "Visit CITI Program's Online Bookstore", "New Export Compliance (EC) Course", "New Institutional Conflicts of Interest (ICOI) Module", and "New Disaster Planning for the Research Enterprise (DPRF) Course". At the bottom right, there is a "Help & Support" section with links for "How do I register?", "Merge duplicate accounts", and "I forgot my Username or Password".

- Create a NEW account with CITI.
- Log onto the CITI website by going to [www.citiprogram.org](http://www.citiprogram.org).
- Click “[Register](#)” to go to the registration page. Only create a new account if this is the first time you will ever complete CITI course(s).

USA - English



Text Size: A A

[Log In](#) | [Register](#) | [Help](#)



Collaborative Institutional Training Initiative  
at the University of Miami

Search Knowledge Base



[Home](#) | [About Us](#) | [Courses](#) | [Become a Subscriber](#) | [CE Credits](#) | [News and Events](#) | [Contact Us](#)

#### CITI - Learner Registration

Steps: **1** 2 3 4 5 6 7

You must make a selection below.

#### Select Your Organization Affiliation

Search for organization: Enter full or partial name

[Can't find your institution? It may use Single Sign On. Check here.](#)

Drop-down lists have been replaced by this single search box. To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the "Continue to Step 2" button immediately below. To clear your selection and try again, click the "Search Again" button.

[Continue to Step 2](#)

[Search Again](#)

Search for Creighton University to select your Organization Affiliation.

Continue to Step 2.

**Personal Information**

\* indicates a required field.

* First Name	* Last Name
<input type="text"/>	<input type="text"/>
* Email Address	* Verify email address
<input type="text"/>	<input type="text"/>

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address	Verify secondary email address
<input type="text"/>	<input type="text"/>

[Continue to Step 3](#)

You will enter your name and your primary email address. Please use your personal email address in this field so you will have access to your CITI account if you

A secondary email address is a good idea, but not required.

Continue to Step 3.

## CITI - Learner Registration - Creighton University

Steps: 1 2 **3** 4 5 6 7

### Create your Username and Password

\* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

\* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

\* Password

\* Verify Password

Please choose a security question and provide an answer that you will remember. **NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.**

\* Security Question

\* Security Answer

[Continue to Step 4](#)

You will create your CITI username on this page, password and security questions and answer.

Continue to Step 4.

Steps: 1 2 3 **4** 5 6 7

### Gender, Ethnicity and Race

Why does CITI Program ask about your gender, race and ethnicity? [?](#)  
Why does CITI Program use these categories? [?](#)

\* indicates a required field.

#### \* I identify my Gender as:

- Female
- Male
- Transgender or Other
- Prefer not to answer

#### \* I identify my Ethnicity as:

- Hispanic or Latino [?](#)
- Not Hispanic or Latino
- Prefer not to answer

#### \* I identify my Race as: (you may select more than one)

- American Indian or Alaska Native [?](#)
- Black or African American [?](#)
- Asian [?](#)
- Native Hawaiian or Other Pacific Islander [?](#)
- White [?](#)
- Prefer not to answer

[Continue to Step 5](#)

CITI asks gender/ethnicity/race questions. If you would prefer not to answer, select “Prefer not to answer”.

Continue to Step 5

Please provide the following information requested by Creighton University

\* indicates a required field.

Language Preference

\* Institutional email address

Please enter your Creighton University email address.

\* Confirm Institutional email address

\* Gender

\* Highest degree

Employee Number

\* Department

\* What is your role in research?

Address Field 1

On this page CITI is asking for information about you. Please note that you are only required to complete the questions with the red (\*) asterisk; the remaining are optional.

***For the institutional email address, please use your personal email assigned to you by Creighton University or your employer.***

## TO SELECT THE CITI COURSES THAT YOU WILL NEED TO COMPLETE, PLEASE SELECT THE OPTIONS AS SHOWN BELOW

PROGRAM 1

Main Menu | My Profiles | My CEUs | My Reports | Support

Main Menu > Add Course/Update Learner Groups

Select Curriculum - Creighton University (311)

\* indicates a required field.

\* \*PLEASE READ THE FOLLOWING QUESTIONS CAREFULLY AND SELECT THE APPROPRIATE ANSWER(S). THIS IS WILL ALLOW CITI TO ADD THE REQUIRED COURSE(S) TO YOUR CITI ACCOUNT.  
Choose all that apply

- I will be involved in research with **human subjects (IRB)**.
- I am involved in clinical research and am listed on an FDA Form 1572, add the **Good Clinical Practice (GCP) Course** to my courses.
- I will be involved in research or teaching activities that utilize **live animal subjects (IACUC)**.
- I am involved in research (including **IRB, IACUC and/or IBC** projects), I am required to complete RCR training as a class assignment and/or I am listed on a **PHS** funded project, I need to complete a course in the **Responsible Conduct of Research (RCR)**.
- I am listed on an **IBC** project. I work with bio-hazardous materials, Bloodborne pathogens, select agents and/or involved with shipping of biological materials and/or dry ice. I must complete one or more **Biosafety Courses**.
- I am listed on a **PHS** funded project or I have disclosed a potential conflict of interest on my financial conflict of interest disclosure; I need to complete the **Conflict of Interest Course (COI)**.






### Select Curriculum - Creighton University (311)

\* indicates a required field.

You need to complete a Responsible Conduct of Research Course.

Choose one answer

- 
- I am participating in biomedical research and need the **Biomedical Responsible Conduct of Research Course**.
  - I am participating in social and behavioral research and need the **Social and Behavioral Responsible Conduct of Research Course**.
  - I am participating in work and/or research in one of the physical sciences and need the **Physical Sciences Responsible Conduct of Research Course**.
  - I am participating in research in one of the humanities and need the **Humanities Responsible Conduct of Research Course**.
  - I completed a **Responsible Conduct of Research** Basic course within the last three years through Creighton University. I need to RENEW my training by completing the **Responsible Conduct of Research** Refresh course.

[Next](#)

[Start Over](#)



Main Menu

▼ Creighton University Courses

Course	Status	Completion Report	Survey
<a href="#">Biomedical Responsible Conduct of Research Course</a>	Not Started	Not Earned	
<a href="#">Conflicts of Interest</a>	Not Started	Not Earned	



My Learner Tools for Creighton University

- [Add a Course or Update Learner Groups](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions page](#)
- [Remove Affiliation](#)

▶ [Click here to affiliate with another institution](#)

▶ [Affiliate as an Independent Learner](#)

THE COURSE NAME IS THE LINK TO THE COURSE.

# NIH FCOI ONLINE TUTORIAL

The National Institutes of Health (NIH) have developed an on-line tutorial that in addition to the annual submission of a Disclosure of Financial Relationship for Sponsored Project, anyone involved with an NIH funded projects must complete. This includes individuals responsible for the management, design, conduct or reporting (faculty, staff and student at Creighton University or any other institution) of NIH sponsored research must complete this tutorial. The tutorial requires approximately 15 minutes to complete.

The link for the tutorial is:

<http://grants.nih.gov/grants/policy/coi/tutorial2011/fcoi.htm>

Once you have completed the tutorial there is an option to print a certificate of completion. Please print the certificate and forward it to Research and Compliance Education Coordinator, Criss I, Room 123.

If you have any problems accessing the tutorial, please contact the Research Compliance Education Office at 280-2680 or [researchcomped@creighton.edu](mailto:researchcomped@creighton.edu).



IF YOU HAVE ANY QUESTIONS REGARDING  
THE TRAINING REQUIREMENTS  
PLEASE CONTACT

Research Compliance Education Coordinator  
402-280-2680 (Office)

[researchcomped@creighton.edu](mailto:researchcomped@creighton.edu)

