CITI COI Training for UCF Learners

COI training is required by investigators involved in the design, conduct, and/or reporting of research. COI training must be completed in CITI **prior** to engaging in research or project account creation, and **every 4 years** thereafter.

Creating and Accessing CITI UCF Learner Accounts



To create a New CITI UCF Learner Account:

- (1) Click on the CITI Training icon to sign-on through the UCF portal (linked icon above).
- (2) Enter your UCF NID and NID password on the UCF Federated Identity CITI site.
- (3) Click "Sign On" for direct access to CITI.
- (4) Click Continue to match your SSO (single sign on) account with a CITI Program account.
- (5) Select "I don't have a CITI Program account and need to create one."
- (6) Click "Click here to create a new CITI Program account."

By using the UCF single sign-on, your name, email, employee PID, and any other information needed from UCF will automatically be populated into your CITI learner profile.

To access an **Existing UCF** Affiliated Learner Account:

- (1) Click on the CITI Training icon to sign-on through the UCF portal (linked icon above).
- (2) Enter your UCF NID and NID password on the UCF Federated Identity CITI site.
- (3) Click "Sign On" for direct access to your CITI learner account.

If you have an existing account and do not see your training history once logged in, please contact **risservicedesk@ucf.edu** to request your previous account is linked to your NID.

*The CITI Training icon can also be found on the ORC-COI program website

UCF CITI- COI Training Modules

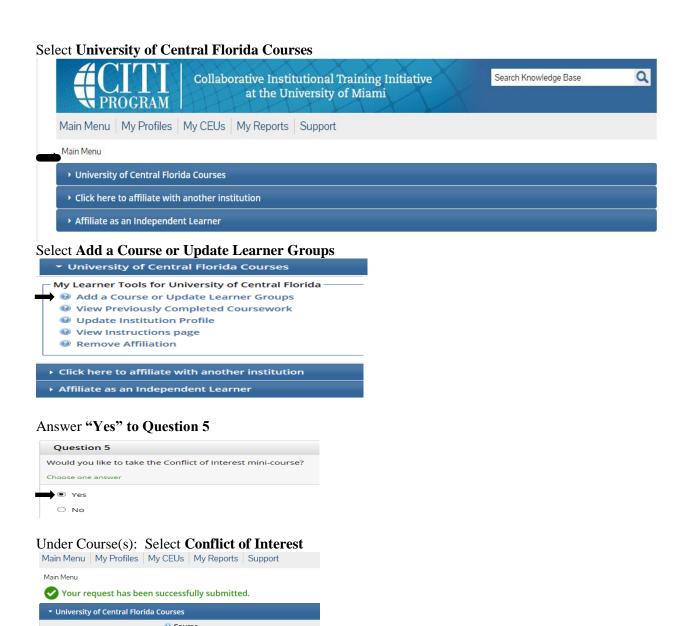
UCF CITI-COI training includes three REQUIRED modules under the Conflict of Interest Mini-Course:

- 1. CITI Conflict of Interest Course-Introduction (ID: 15177)
- 2. Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules (ID: 15070)
- 3. Institutional Responsibilities as They Affect Investigators (ID: 15072)

The following is an OPTIONAL module: Conflicts of Commitment, Conscience, and Institutional Conflicts of Interest (ID: 15073)

A passing score of 80% or more is required for course completion.

The ORC-COI Office receives automated notification from CITI when COI training is completed.



The CITI program will notify learners via email 30 days prior to COI training expiration (every 4 years) to complete the COI Refresher course.

Support

Please contact the ORC- COI Office for training requirement questions at coi@ucf.edu or refer to the COI website at http://www.coi.ucf.edu/training.html.

For login support please contact the Research Information Systems service desk at risservicedesk@ucf.edu.



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

Conflict of Interest