

## Instructions for completing Fairview COI Training:

1. Go to [citiprogram.org](http://citiprogram.org) and log in.

Use the 'Forgot Username or Password?' link if needed. Fairview Research Administration can look up your username and primary email address, but not your password.



2. Open the Fairview Health Services Courses menu. If Fairview Health Services is not an option, select 'Click here to affiliate with another institution' to affiliate with Fairview Health Services.



3. Click 'Add a Course or Update Learner Groups'



4. In Question 1, select 'N/A'.

**Question 1**

Select the group appropriate to your research activities.

Choose one answer

- Group 1: Biomedical Research Investigators and Key Personnel
- Group 2: Social & Behavioral Research Investigators and Key Personnel
- Group 3: Research with Records and/or Specimens Only.
- Group 4: Staff/Floor Nursing personnel NOT involved with a research protocol requiring Informed Consent training.
- IRB Reference Resource: All CITI modules are available for ongoing use and reference when you join this Learner Group. However, if you are required to complete the CITI modules as a prerequisite for conducting human subjects research, you must enroll in Group 1, 2 or 3 above and complete the required course content to receive "credit" for the course. You may change your Learner Group status later to "IRB Reference Resource" for ongoing access and resource use of all CITI modules.

N/A

5. Leave Question 2 blank.

**Question 2**

If you have already completed a CITI Basic Course and would like to enroll in the Refresher Course, please make the appropriate group selection below.

Choose all that apply

- Biomedical Research Investigators and Key Personnel
- Social & Behavioral Research Investigators and Key Personnel
- Research with Records and/or Specimens Only.
- Staff/Floor Nursing personnel NOT involved with a research protocol requiring Informed Consent training

6. Leave Question 3 marked as 'Yes'.

**\* Question 3**

Would you like to take the Conflicts of Interest course?

Choose one answer

Yes

No

7. Click Submit.

8. Click on the 'Conflict of Interest' course title to begin the course.

The screenshot shows the CITI PROGRAM interface. At the top, there is a navigation bar with the CITI PROGRAM logo and the text 'Collaborative Institutional Training Initiative at the University of Miami'. A search bar labeled 'Search Knowledge Base' is on the right. Below the navigation bar, there are links for 'Main Menu', 'My Profiles', 'CE Credit Status', 'My Reports', 'Support', and 'Admin'. A message box indicates 'Your request has been successfully submitted.' Below this, there are two menu items: 'DEMO Courses' and 'Fairview Health Services Courses'. Under 'Fairview Health Services Courses', there is a table with columns: Course, Status, Completion Report, and Survey. The 'Conflicts of Interest' course is listed with a status of 'Passed' on '09/10/2012'. A 'Print Report' link is highlighted with a red box, and a red arrow points to it from the right. A 'Take Survey' link is also visible.

Course	Status	Completion Report	Survey
Conflicts of Interest	Passed 09/10/2012	Print Report	Take Survey

Notes:

- You may save your progress if you are unable to complete the training in one sitting.
- After the first time you complete the training, it will be aligned with your other human subjects protections training. Both are renewed every three years.
- Once you complete the course, your completion certificate will automatically be emailed to Fairview Research Administration. You can access a copy of your completion certificate at any time by clicking the 'Print Report' link in the Fairview Health Services menu.

Please contact Fairview Research Administration at [research@fairview.org](mailto:research@fairview.org) or (612) 672-7690 with questions.