CITI Program Conflicts of Interest Training
TRAINING MUST BE COMPLETED EVERY 4 YEARS.
If you are a new employee to WCM, you must complete training again even if you completed conflicts training at your previous institution or organization within the past 4 years.

Failure to complete training will cause delays in funding/ expenditure of grant funds and could possibly cause WCM to be in noncompliance with federal regulations, awards (including subawards), contracts, and research agreements.

A. **Registration (if you do not have a CITI account):**
   1. Go to: [https://www.citiprogram.org](https://www.citiprogram.org).
   2. Click on the “Register” link to create an account. This will bring you to a page where you can search for an organization.
   3. Type “Cornell” and then choose “Weill Cornell Medical College”.
   4. Follow the prompts to fill in an online registration form. You will be asked to supply a username and password. When choosing a username, it is suggested that you use the first 7 characters in your WCM email address (as an example: abc2001). Complete the registration using your WORK address, a work-place accessible email, etc.
      Please note that you do not have to pay to complete registration.

B. **Already have a CITI account?**
   1. Go to: [https://www.citiprogram.org](https://www.citiprogram.org) and log in to your CITI account with your current username and password.
   2. Click the “Weill Cornell Medical College Courses” menu item.
3. If you do not see Conflicts of Interest listed, click on Add a Course and then answer yes to Question 7:

*Question 7*

Would you like to take the Conflicts of Interest course?

Choose one answer

- Yes
- No
4. Click the link to the “Conflicts of Interest” course and complete the following three COI modules:
   i. Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules (COI-Basic) (ID: 15070)
   ii. Institutional Responsibilities as They Affect Investigators (COI-Basic) (ID: 15072)
   iii. Conflicts of Interest Organization-Specific Policies (ID: 17343)

**Main Menu > Course Conflicts of Interest**

**Conflicts of Interest - Stage 1**

To pass this course you must:
- Complete all required modules
- Achieve an average score of at least 70% on all quizzes associated with this course's module requirements
- Supplemental modules, if provided, are optional and do not count towards passing the course or the overall score

Your Current Score: 0%
You have unfinished required or elective modules remaining

*Complete The Integrity Assurance Statement before beginning the course*

### Required Modules

<table>
<thead>
<tr>
<th>Module</th>
<th>Date Completed</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules (COI-Basic) (ID: 15070)</td>
<td>Incomplete</td>
<td>0/0 (0%)</td>
</tr>
<tr>
<td>Institutional Responsibilities as They Affect Investigators (COI-Basic) (ID: 15072)</td>
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