

COI CITI Training Requirements for Faculty, Staff, Students

Once you have created your account with CITI and affiliated with Kennesaw State University [KSU], before beginning any training, please ensure that you have enrolled in the proper course. The following information will assist you in making that determination. If you are still unsure after reviewing the information below, please contact the Office of Research Compliance at researchcomp@kennesaw.edu.

1. Go to <https://about.citiprogram.org/en/homepage/>. **If you already have a login, skip to item 23.**
2. Click on the Register button on the top right of the page.
3. Enter “Kennesaw State University” in the “Select Your Organization Affiliation” search box.
4. Click the box to “Agree to the Terms of Service”.
5. Click “Continue to Step 2”.
6. Enter your information in the appropriate boxes. You can include a personal email as either the primary or the secondary option. We suggest you use your KSU email for at least one.
7. Click “Continue to Step 3”.
8. Follow the on-screen instructions to create a Username and Password. **For security purposes do NOT use your KSU NetID and password on this website.**
9. Select a security question and answer.
10. Click “Continue to Step 4”.
11. Please enter your Country of Residence.
12. Click “Continue to Step 5”.
13. KSU’s Office of Research Compliance does not require that you maintain CE Credits; however, if you choose “Yes” as your answer you will have the ability to request and personally pay for those credits later if you decide you need them. Choosing “Yes” does not obligate you in any way; it only makes them accessible to you.
14. You may choose to allow CITI Program to contact you to participate in a research survey, but a “Yes” answer is not required by KSU.
15. Click “Continue to Step 6”.
16. For “Institutional email address” **enter your official KSU email address, [NetID]@kennesaw.edu or [NetID]@students.kennesaw.edu**. Do not use any aliases you may have set up for your KSU email. This address must match our user database for the Cayuse Research Suite to sync your training with Cayuse.
17. Fill in the required answer to “Highest degree.” You may skip “Employee number” and “Department” since we do not need that information.
18. Select the role that best describes you under “Primary research role.”
19. Enter your phone number in the appropriate box. If you are a student researcher, you may enter your home/cell phone in the “Office Phone” required box.
20. Click the drop-down box for “Which course do you plan to take first?” and select the **Conflict of Interest** course. You can add/delete courses as needed after you have created your profile

21. Click "Continue to Step 7"
22. Answer the required questions 1 and 7 as they apply to you and then click the **Conflict of Interest** course under question 10. Answer the required question 14 as you choose.

If you already have a CITI account:

23. Log in to your CITI account.
24. Navigate to "Courses" along the top menu
25. Scroll to the bottom of the page
26. Within the "Learner Tools" box, click "Add a Course"
27. You will be taken to the questionnaire; answer questions 1 & 7 and then you can scroll down to Question 10 and choose the **Conflict of Interest** course. You also need to answer question 14. You may ignore the other questions unless you have other courses you need to add to your profile.

Select Curriculum - Kennesaw State University

Question 10

CONFLICT OF INTEREST

Required for researchers who are seeking funding or contracts from sponsors with Conflict of Interest training and disclosure requirements. Suggested for all researchers.

Please select

- Conflict of Interest mini-course

Once all required modules are completed successfully, you will be shown a "View course completion history and print completion certificates" link. There is also an option to "View/Print" or "Share" your *Completion Record* of each course at the *Courses* menu once it has been completed. We recommend that you save the certificate for your records.