

How to Add the COI Researcher Course in CITI

1. [Log in to your CITI account](#) (link prompts you to enter your Duck ID) and select “My Courses” for your University of Oregon affiliation. Once in that tab, select, “View Courses.”

Note: you may get a screen between steps 1 and 2 asking you to update your information. If so, complete that update to move to step 2.

The screenshot shows the CITI PROGRAM website interface. At the top left is the CITI PROGRAM logo. A navigation bar contains links for 'My Courses', 'My Records', 'My CE/CMEs', 'Support', and 'Admin'. The 'My Courses' link is circled in orange. Below the navigation bar is a blue header area with the text 'Welcome, Rikki' and a circular badge showing '21 Courses Completed'. Underneath, there are links for 'Add Institutional Affiliation' and 'Purchase Independent Learner Courses'. The main content area is titled 'Institutional Courses' and contains a paragraph explaining that these courses are for learners with institutional affiliations. Below this, there are two columns of options. The left column lists 'Southern Oregon University' and 'University of Oregon', with the latter circled in orange. Below these are two questions: 'Would you like to affiliate with another Institution?' and 'Would you like to remove an existing affiliation?'. The right column contains three buttons: 'View Courses' (circled in orange), 'Add Affiliation', and 'Remove Affiliation'.

2. Once in the “View Courses” screen, scroll to the bottom to access the “Learner Tools for University of Oregon” menu and select “Add a Course.”

Show Courses for: ▼ [Institution List](#)

University of Oregon


Active Courses [Learner Tools](#)

You have no active courses for this Institution.

Courses Ready to Begin [Learner Tools](#)


You have no courses ready to begin for this Institution.

Completed Courses [Learner Tools](#)

University of Oregon [Not Earned](#) 


COI Researcher

Stage 1 - Basic Course

[Post-Course Survey](#) 


Passed 04-Nov-2020

[Review Course](#) [View - Print - Share Record](#)

University of Oregon [Not Earned](#) 

COI Training for RCS Administrators

Stage 1

[Post-Course Survey](#) 

Passed 11-Jun-2018

[Review Course](#) [View - Print - Share Record](#)

Learner Tools for University of Oregon

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

- This will take you to the “Select Curriculum” page. Check “Conflict of Interest” and select “Next.”

Select Curriculum

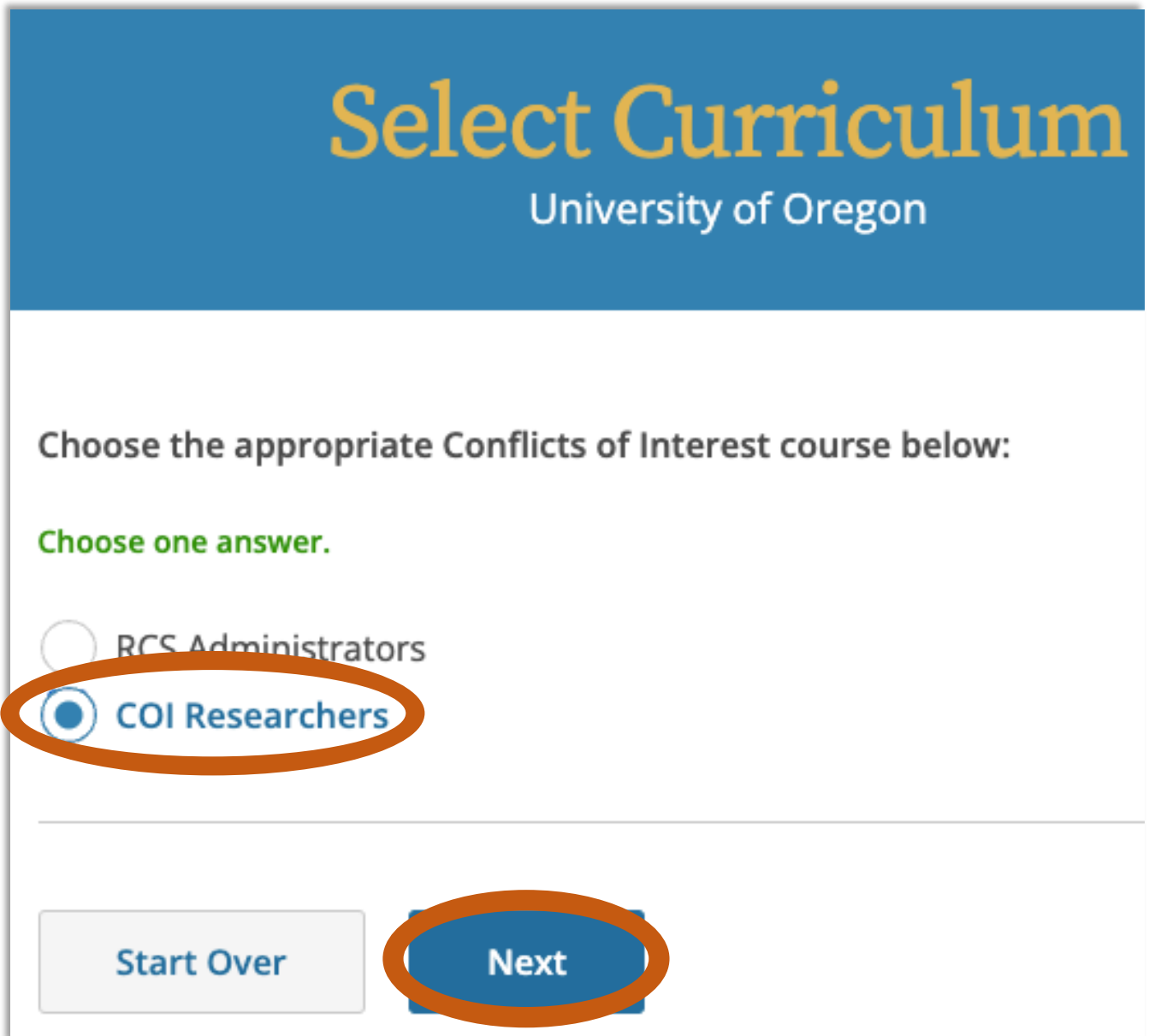
University of Oregon

Please select the type of training you wish to enroll in to view the available courses:

This question is required. Choose all that apply.

- Protection of Human Research Subjects** - Required to meet the Institutional Review Board (IRB) education requirement.
- Responsible Conduct of Research (RCR)** - Required for some grants or funding opportunities. (RCR training does not meet the IRB training requirement.)
- Conflict of Interest**
- Information Privacy & Security in Research**
- Good Clinical Practice**
- Biosafety/Biosecurity**
- Export Compliance**
- Animal Care and Use**

4. Select “COI Researchers” and then “Next.”



Select Curriculum
University of Oregon

Choose the appropriate Conflicts of Interest course below:

Choose one answer.

RCS Administrators

COI Researchers

5. You have now added the COI Researcher course to your “My Courses” page. Complete the course at your earliest convenience. Once completed, the course completion date takes two days to migrate into the Research Administration Portal (RAP) Conflict of Interest (COI) module. Once the course completion date migrates into RAP COI, you can complete your disclosure profile in the RAP COI.

Note: Existing researchers can complete their disclosure profile in RAP COI without completing their CITI training first **IF** their previous training date in RAP COI has not already expired.