

How To: Add the Research Conflict of Interest Course to your CITI account

Background: All HSC designated researchers (including external researchers who are affiliated with an HSC researcher or research project) must complete the Research Conflict of Interest (RCOI) training as a part of the RCOI process. The RCOI training is done in the CITI system (please note that is separate from the GRAMS system – a link to CITI is provided in your GRAMS disclosure form). **There is only one RCOI training course that you will need to complete, which is called “UNT Research Conflict of Interest”.** This training **must be completed** at least annually.

1. You will need to go to [CITI program](#) and login with your credentials (for CITI).
 - a. If you haven't already, you will need to affiliate with the HSC account, which is titled *University of North Texas Health Science Center*. To affiliate, click the “Add Affiliation” button under the *Institutional Courses* section.

Would you like to affiliate with another Institution?	Add Affiliation
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2. You will need to add the training to your course list (this is something only you can do, any course in your profile was added by you).
 - a. To add the course, you will first click the “View Courses” button next to our institution's name.

University of North Texas Health Science Center	View Courses
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- b. At the bottom of the next page, you will click “Add a Course” in the box labeled *Learner Tools for University of North Texas Health Science Center*.

<p>Learner Tools for University of North Texas Health Science Center</p> <ul style="list-style-type: none">• Add a Course• Remove a Course• View Previously Completed Coursework• Update Institution Profile• View Instructions Page• Remove Affiliation
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3. You will be taken to a page titled "Select Curriculum" where you will go through a list of questions (to ensure you are enrolled in all necessary courses).
4. To add the RCOI training course, please go to "Question 5 (Conflict of Interest (Research))" and select the response, "UNT Research Conflict of Interest".

Note: Several other questions on this page require an answer, and for those you can select "No" or "Not at this time", as applicable (unless you have to take another training course for a different research requirement).

Question 5

Conflict of Interest (Research)

All UNTHSC personnel, including, but not limited to, administrators, faculty, staff, post-doctoral fellows, students, interns, or residents, whose institutional responsibilities include the *design, conduct, or reporting of research* must complete training regarding Research Conflict of Interest (RCOI). In addition, any non-UNTHSC personnel engaged in research must also complete this training. Currently, this Conflict of Interest Training is required **once annually**, and whenever:

- A new Investigator moves to the university
- The university finds that an Investigator is not compliant
- The university revises its RCOI policies or procedures in ways that affect Investigator compliance


The training course is indicated below.

This question is required. Choose one answer.

UNT Research Conflict of Interest

Not at this time


5. After answering all of the questions, please click "Submit". The training will then show up in your University of North Texas Health Science Center CITI course list:

University of North Texas Health Science Center Not Earned 

UNT Research Conflict of Interest

Stage 1


0 / 1 modules completed


 [Start Now](#)

6. REMINDER: The training has **only one** required module (see screenshot below). Supplemental modules are **NOT** required. There is a quiz at the end of the module; once you complete the quiz with a passing score of 80%, you have completed the RCOI CITI training. (Note: this information should be updated in your GRAMS disclosure profile in 24 hours. You do not have to send a copy of your training certificate to the Office of Research Compliance, however we do suggest printing or saving a PDF copy for your records.)

Required Modules

Complete the required module.

Modules	Completed	Score	
UNT Research Conflict of Interest (ID 20715)	Incomplete	-	Start 

 This module has a quiz.

[Return to Gradebook](#)[Take the Quiz](#)