



Instructions for Accessing *Financial COI Training for Sponsored Research* in CITI

1. Go to the [CITI institutional login page](#).

Please note that if you log in to CITI through their main page (and not through the link above), you will first have to select *LOG IN* and then *LOG IN THROUGH MY ORGANIZATION*.

LOG IN LOG IN THROUGH MY ORGANIZATION REGISTER

Username [Forgot?](#)

Password [Forgot?](#)

Log In

2. Select *Virginia Polytechnic Institute & State University (Virginia Tech)* from the list and select *Continue to SSO Login/Instructions*.

To find your organization, enter its name in the box below, then pick from the list of choices provided. 🗨

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- University of Virginia
- Virginia Commonwealth University
- Virginia Mason (VM)/Benaroya Research Institute at Virginia Mason (BRI)
- Virginia Polytechnic Institute & State University (Virginia Tech)
- West Virginia University

3. If you have not logged into CITI recently, you might need to enter your Virginia Tech login credentials to log in.

4. Select *View Courses* from the *Institutional Courses* menu.

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

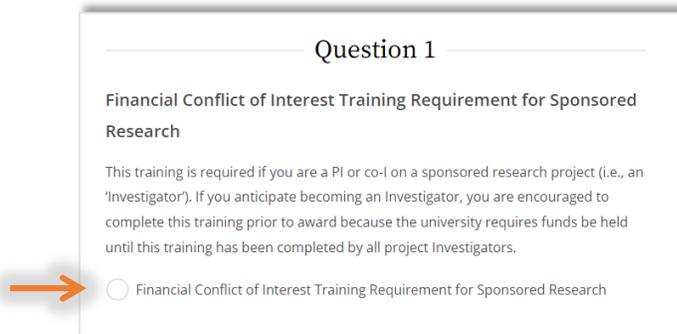
Virginia Polytechnic Institute & State University (Virginia Tech) [View Courses](#)

5. If you haven't started the training, click *Add a Course* at the bottom of the page.

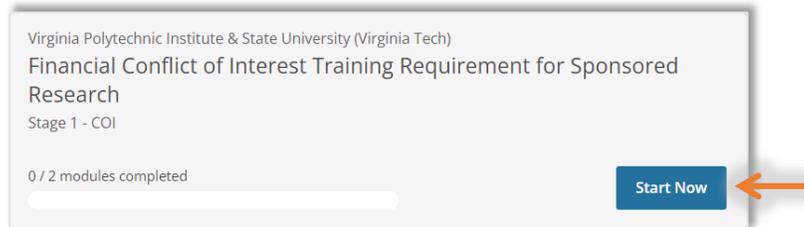


- a. If you started but did not complete the training, you will be able to select it from your *Active Courses* near the top of the page.

6. Select *Financial Conflict of Interest Training Requirement for Sponsored Research* under Question 1 and then click *Submit* at the bottom of the page.



7. Click *Start Now* in the *Courses Ready to Begin* menu.



8. After you agree to the terms, you are ready to complete the training, which consists of two required modules that take around an hour to complete. Please note that the refresher training, which is required every four years, consists of four modules and takes around 45 minutes to complete.

Questions?

For technical concerns, contact [CITI Support](#) (or 888-529-5929).

For questions about the training content or requirement, contact the [Research COI Program](#).