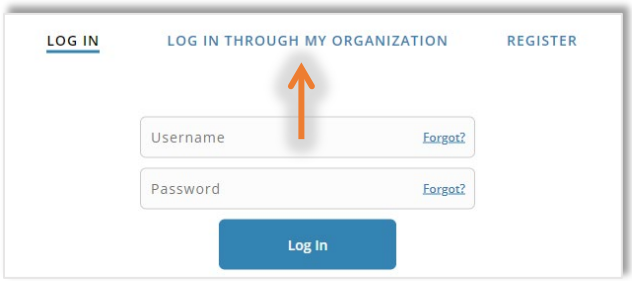
RESEARCH AND INNOVATION
SCHOLARLY INTEGRITY AND RESEARCH COMPLIANCE
VIRGINIA TECH

Research Conflict of Interest Program
North End Center, Suite 4120
300 Turner Street NW
Blacksburg, Virginia 24061-6100
email: coi@vt.edu

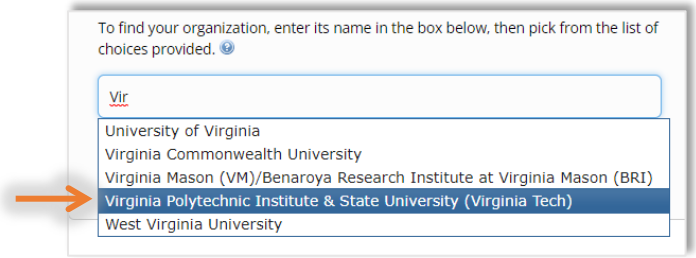
Instructions for Accessing *Financial COI Training for Sponsored Research* in CITI

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*.

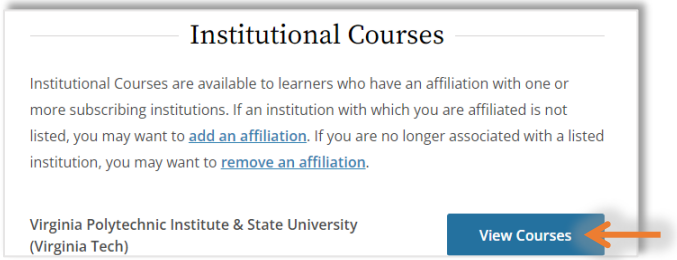


2. Select *Virginia Polytechnic Institute & State University (Virginia Tech)* from the list and select *Continue to SSO Login/Instructions*.



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

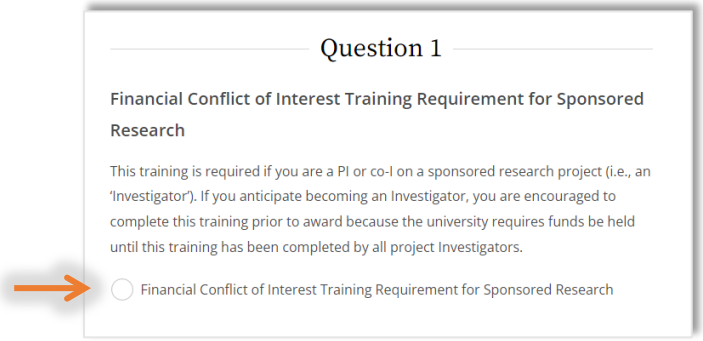
4. Select *View Courses* from the *Institutional Courses* menu.



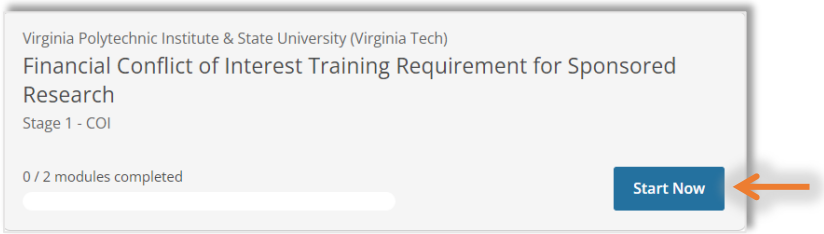
5. **If you haven't started the training**, click *Add a Course* at the bottom of the page.

   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.