

Training - Financial Conflict of Interest on Sponsored Projects

The Public Health Service (PHS) published a Financial Conflict of Interest (FCOI) Regulation in the Federal Register which takes effect no later than August 24, 2012. The UMMS Policy for Promoting Objectivity in Biomedical Research has been revised to incorporate this requirement, making it applicable to all sponsored research funding sources at the University of Massachusetts Medical School.

One requirement of the newly implemented regulation is that all investigators must complete FCOI training, before engaging in the research. **An investigator is defined as the principal investigator and any other person, regardless of title or position, who is responsible for the design, conduct or reporting of the research.** The UMMS Principal Investigator will determine who meets this definition on their projects

The UMass Medical School Plan to Provide FCOI Training

Each individual meeting the regulation's definition of investigator must complete FCOI training prior to engaging in the research and every four years thereafter.

UMMS offers a specific FCOI training class that will satisfy the regulatory requirement. FCOI training is offered through the CITI Online training module and can be accessed at <http://www.citiprogram.org/>.

Investigators should take the mandatory training as soon as possible. Once taken the training is valid for four years. Training is valid for four years; at the end of each four-year period investigators will be required to take the training again.

New users should click on the "Register Here" link to initiate the registration process:

The screenshot shows the CITI website interface. At the top is a blue navigation bar with the CITI logo and the text "Collaborative Institutional Training Initiative". Below this is a horizontal menu with links for Home, Human Subjects Research, Become a Member, HPS Course, RCR Course, International Course Site, Animal Care and Use, Biosafety, FAQ, and Language. The main content area has a red header with "Welcome" and "CITI Login and Registration Page". A vertical sidebar on the left contains several small images: a planet Saturn, an elderly couple, a city skyline, a microscope, a person in a lab coat, a butterfly, and a gorilla. The main text area contains the following information:

- A blue information icon followed by the text: "The CITI Program is a subscription service providing research ethics education to all members of the research community. To participate fully, learners must be affiliated with a CITI participating organization."
- The text: "The CITI course is a protected site. If you are a new learner at a participating organization you must register to create your own username and password and gain access to the site."
- A blue information icon followed by the text: "New Users [Register Here](#)" (the "Register Here" link is circled in red).
- A blue information icon followed by the text: "Already Registered? [Login Below](#)".
- Form fields for "Username" and "Password", each with a text input box.
- A blue "Submit" button.
- A red link: "[Forgot login information](#)".
- A red link: "[Contact the CITI Helpdesk](#)".
- The text: "Are You Thinking About Being in a Research Study? [Click here](#)".
- The text: "To ensure that all users enjoy rapid response times, access is temporarily limited to 3000 concurrent users. As learners log off others will be permitted to log on. **There are currently 353 users logged in to the site.**"
- The text: "Notice: The CITI Course site is best viewed with Microsoft Internet Explorer ver. 6.0 or later or Firefox ver. 2.0 or later, and with the characters set to UTF-8."

The following registration screen will appear. Select “University of Massachusetts Worcester” from the “Participating Institutions” drop down box (circled below):

CITI Collaborative Institutional Training Initiative

Home

Complete Registration Steps 1-7 now.

1. Select your institution or organization

Choose your institution from the appropriate dropdown menu. **Choose only one institution.** If you are affiliated with more than one institution, you will be able to select additional institutions after providing the information required.

Participating Institutions: University of Massachusetts Worcester

Veterans Affairs:

Department of Energy:

HIV/AIDS Network Coordination (HANC):

Canadian Institutions:

India Participating Institutions:

Korea Participating Institutions:

Follow the remaining instructions to register. Please use your umassmed email address as the preferred e-mail address when registering (you can provide a non-umassmed e-mail address as your secondary e-mail). Once you have successfully created your account and logged in the following screen will appear - please fill in the requested information and submit:

CITI Collaborative Institutional Training Initiative

Home

Please provide the following information requested by University of Massachusetts Worcester. Required fields are marked with an asterisk (*).

Member Information	Enrollee's Name
Language Preference:	English <input type="text"/>
* Institutional email address:	<input type="text"/>
* Gender:	<input type="text"/>
* Highest degree:	<input type="text"/>
Employee Number:	<input type="text"/>
* Department:	<input type="text"/>
* What is your role in research?:	<input type="text"/>
Address Field 1:	<input type="text"/>
Address Field 2:	<input type="text"/>
Address Field 3:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip/Postal Code:	<input type="text"/>
Country:	<input type="text"/>
* Office Phone:	<input type="text"/>
Home Phone:	<input type="text"/>

Submit Cancel

After clicking “Submit”, the Select Curriculum page will appear. To choose the COI training, select the “Yes” answer to Question 3 and click the “Submit” button:

CITI Collaborative Institutional Training Initiative

Home

Select Curriculum - University of Massachusetts Worcester

1. The following modules are for fulfillment of Human Research/IRB requirements
Choose one answer
 Group 1: Biomedical Research Investigators and Key Personnel

2. The following modules are for fulfillment of biomedical sciences/non-human research.
Choose one answer
 Yes
 No

3. Would you like to take the Conflict of Interest mini-course?
Choose one answer
 Yes
 No

Submit Cancel

After completing this page, CITI will ask whether you want to register with another institution. Select “No”.

CITI Collaborative Institutional Training Initiative

Home

Select your institution or organization

You have registered with the following institution(s):

- ▶ University of Massachusetts Worcester

At this point you can register with another institution. This could be very useful if:

- ▶ You are required to complete the requirements for a **VA Medical Center**.
- ▶ You are collaborating with an investigator at another institution or organization that uses the CITI Program.
- ▶ You are planning to move to another institution that uses the CITI Program.
- ▶ You want to review CITI courses (e.g., RCR or HIPPS) that may not be offered by your institution.

If you want to add the training requirements for another institution, you may do it now.

Check **Yes** to affiliate with another institution.

Check **No** to continue with your current selection.

Yes No

The Main Menu will appear with your course selection:

CITI Collaborative Institutional Training Initiative

Resources Main Menu | Select Language | Logoff

Main Menu

- This is the email address we have for you: joan_lynch@umassmed.edu. If this is not correct, click [here](#) to edit your email address and other account information including your security question and answer.
- You are affiliated with 1 participating institution(s) on the CITI website. You will have at least one **grade book** per institution to track your progress in meeting the institution's coursework requirements (see below).

[Affiliate with another institution](#) | [Change login information](#) | [Click here to Apply for CME/CEU Credits](#)

University of Massachusetts Worcester [View University of Massachusetts Worcester instructions page](#)

You have enrolled for the following courses:

My Courses	Status	Completion Reports	CME/CEU Credits	Voluntary Satisfaction Survey
Conflict of Interest, Stage 1	Not Started - Enter	Not Earned	N/A	Not Available

[Add a course or update your learner groups for University of Massachusetts Worcester](#)

University of Massachusetts Worcester Learner Utilities

- [Optional Modules](#) (completion is completely voluntary and will not count toward a completed course)
- [Update my profile information for University of Massachusetts Worcester](#)
- [See a list of all modules that you have completed \(goes back to approximately May 2005\)](#)
- [Click here to see your previously completed coursework for University of Massachusetts Worcester](#)
- [Remove my affiliation from University of Massachusetts Worcester](#)

To enter the course, click on the “Enter” link under “Status”.

Verification of FCOI Training

Research Funding Services is responsible for verifying that investigators on sponsored projects have received FCOI training. RFS will not set up projects until investigator training has been confirmed.

It is the PI’s Responsibility to Ensure that a Project’s Key Personnel are Trained

PIs have the responsibility to ensure that all individuals meeting the regulation definition of an investigator have taken the mandatory FCOI training prior to engaging in the research.

Questions

If you have any questions please contact Diego Vazquez, Assistant Vice Provost, Research Funding Services at 508-856-5600, or via email at diego.vazquez@umassmed.edu.