

Instructions for Completing PHS Required Training on Conflicts of Interest

Please click on this link to begin your CITI Conflict of Interest training:
<https://www.citiprogram.org/>

1. Log-in:

A CITI account is required to access the training, and you should use your existing account. If you do not have an account, this link will also allow you to create an account. Please register with your Harvard email address and provide your HUID.



2. When registering, please select “Harvard School of Public Health” or “Harvard University (Cambridge/Allston Campus)”, as appropriate, from the list of participating institutions (or if you already have a profile affiliated with another institution, select “Affiliate with another institution” and add Harvard as an institution).

You will need to enroll in the CITI Conflict of Interest Course.

3. To enroll:

Please select “Conflicts of Interest” when it asks which category or categories of courses you need to take. The “Conflict of Interest – Stage 1” Course will be displayed in the “My Courses” section. Click on “Enter” to begin.

4. To access the course content, you will need to **sign the Integrity Assurance Statement**. Once acknowledged, you’re now able to begin the Conflict of Interest Training modules.

5. Complete all three COI Training modules:

- a) Financial Conflicts of Interests
- b) Institutional Responsibilities
- c) Conflicts of Interest Institution-Specific Policies

You will need a score of 80% or higher on Modules 1 and 2 to successfully complete the training and receive credit. If you do not score 80% or higher, you will need to re-take the quiz portion of the relevant module until you reach 80%. There is no quiz for module 3.

To confirm you have completed each module, you can find your results by clicking on “See a list of all modules completed” located in the main menu.

For assistance, please email fcoihelp@harvard.edu