

## Financial Conflict of Interest (FCOI) Training Requirements



OFFICE OF  
SPONSORED PROGRAMS  
COLORADO STATE UNIVERSITY

All investigators participating in design, conduct, or reporting of research sponsored by a federal Public Health Service (PHS) agency, or by other organizations that have adopted the PHS Financial Conflict of Interest (FCOI) regulations, are required to complete PHS FCOI training. The training must be completed prior to engaging in funded research and must be renewed at least every four (4) years, or sooner if required by regulation or institutional policy.

CSU investigators whose PHS FCOI training is incomplete or expired must complete the required PHS FCOI training tutorial, which can be accessed via the COI Office website under [COI Training](#).

In addition to PHS, many other sponsors (e.g., NSF, FDA, NASA, DOE, and others) require FCOI disclosures, and, in some cases, agency-specific training requirements. Investigators are responsible for complying with the applicable sponsor's FCOI and disclosure requirements, even when PHS-specific training is not mandated.

### Check Training and Compliance Records

To view training completion and expiration dates, access the Power BI "Training and Compliance" report through [MyRAM](#).

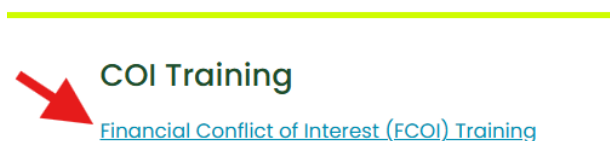


*Important! The Training and Compliance report shows only the logged-in user's information unless they have been added to the group with additional permission to see other people's information (by department or college).*

### COI Training & Learning Access & Information

CSU investigators with incomplete or out-of-date FCOI training are required to complete the Collaborative Institutional Training Initiative (CITI) FCOI training tutorial. To access the required COI Training, go to the OVPR, Research, Integrity, Security, and Compliance (RISC) [Conflict of Interest](#) webpage, then select "Financial Conflict of Interest (FCOI) Training."

Please follow the guidance below to add FCOI Training to your dashboard.



Note: The training module in CITI is accessed via the 'Log in Through My Organization', Single Sign-On (SSO) option. It requires users to first select 'Colorado State University' and then to authenticate with Shibboleth using their CSU NetID and password.

1. Enter "Colorado State University" in the search field. Click Continue to SSO login/instructions.

LOG IN    LOG IN THROUGH MY ORGANIZATION    REGISTER

Organizations listed here use "Single Sign On" (SSO) for CITI Program access.

SSO requires a username and password issued by the organization.

If your organization is not listed here, it does not use Single Sign On. Click on the "Log In" tab (if you already have a CITI Program account) or the "Register" tab (if you are new to CITI Program and creating an account for the first time).

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

Continue To SSO Login / Instructions

2. Once logged in, scroll to the bottom of the course page and click "Add a Course" under Learner Tools.
3. Scroll down to Question #7 and select the course titled "COI – Public Health Service" followed by Submit.

#### Training Details:

- The FCOI training consists of two modules, each followed by a five-question quiz.
- The training typically takes less than one hour to complete.
- Upon completion, you will receive a confirmation email from CITI.
- Your training and compliance report typically updates within 24 hours.

#### Agencies Requiring PHS FCOI and/or FCOI Training

Current sponsor-specific requirements are summarized on the OVPR Research Integrity, Security, and Compliance – Conflict of Interest webpage and in the [CSU Policy: Financial Conflict of Interest](#). Sponsors may update requirements, and investigators should verify expectations at the time of proposal submission and at the time of award.