

How to Access & Complete FCOI

For Government-Funded Research Grants
Office of Grants Administration

Background: Financial Conflict of Interest training (FCOI) is required for all government-funded research projects. The Office of Grants Administration (OGA) keeps on file current FCOI for all research per PHS federal regulations 42 CFR 50, Subpart F. Investigators involved in research at Orlando Health are required to provide documentation of their completed FCOI training and submit it to OGA for record keeping each year. At Orlando Health, FCOI training is accessed and completed through CITI. This can be completed through the following steps:

Logging In

1. Access the CITI website at <https://www.citiprogram.org/default.asp>. If this is your first time accessing CITI, register an account. When registering for the first time, select “Yes” under Question 4 (*Would you like to take the Conflicts of Interest course?*).
2. When registering, affiliate your profile with Orlando Health by selecting “Orlando Health” as the affiliated institution. If you had an account previously through a different organization, you can click “Add Institutional Affiliation” under your name on the top left of the screen once you log in.

Adding FCOI

3. After you log in, the screen that displays includes the heading “Institutional Courses.” Select “View Courses” next to “Orlando Health”.
4. If you selected “Conflicts of Interest” as a course while registering, it will display here. If you did not select it while registering, go to the bottom of the welcome page to “Learner Tools for Orlando Health” and click “Add a Course.” On the next page, under Question 4 (*Would you like to take the Conflicts of Interest course?*), select “Yes”, then click the “Submit” button.

Completing FCOI

5. On the main CITI welcome page, select the “Start Now” button next to “Conflicts of Interest”. Follow the prompts to complete the Required Modules for FCOI training.
6. After completing the required FCOI courses, select “Review Post-Course Completion Options” at the bottom of the page. Click on “Access Your Completion Records” on the next page.
7. Under the “Completion Report” heading, select the “View/Print” button. Save the next page as a PDF with the title format “**FCOI Training_Your Last Name_monthdayyear**”. Email to Wilmer.Alvarez@orlandohealth.com.
8. Your completed course information can be accessed again later on the CITI welcome page under “Completed Courses”. Select the “View-Print-Share” button to access and save your transcript.