National Healthcare Group – Singapore CITI

The Collaborative Institutional Training Initiative

Guide to Completing Financial Conflict of Interest Course (FCOI) Training Requirements for Study Team Members

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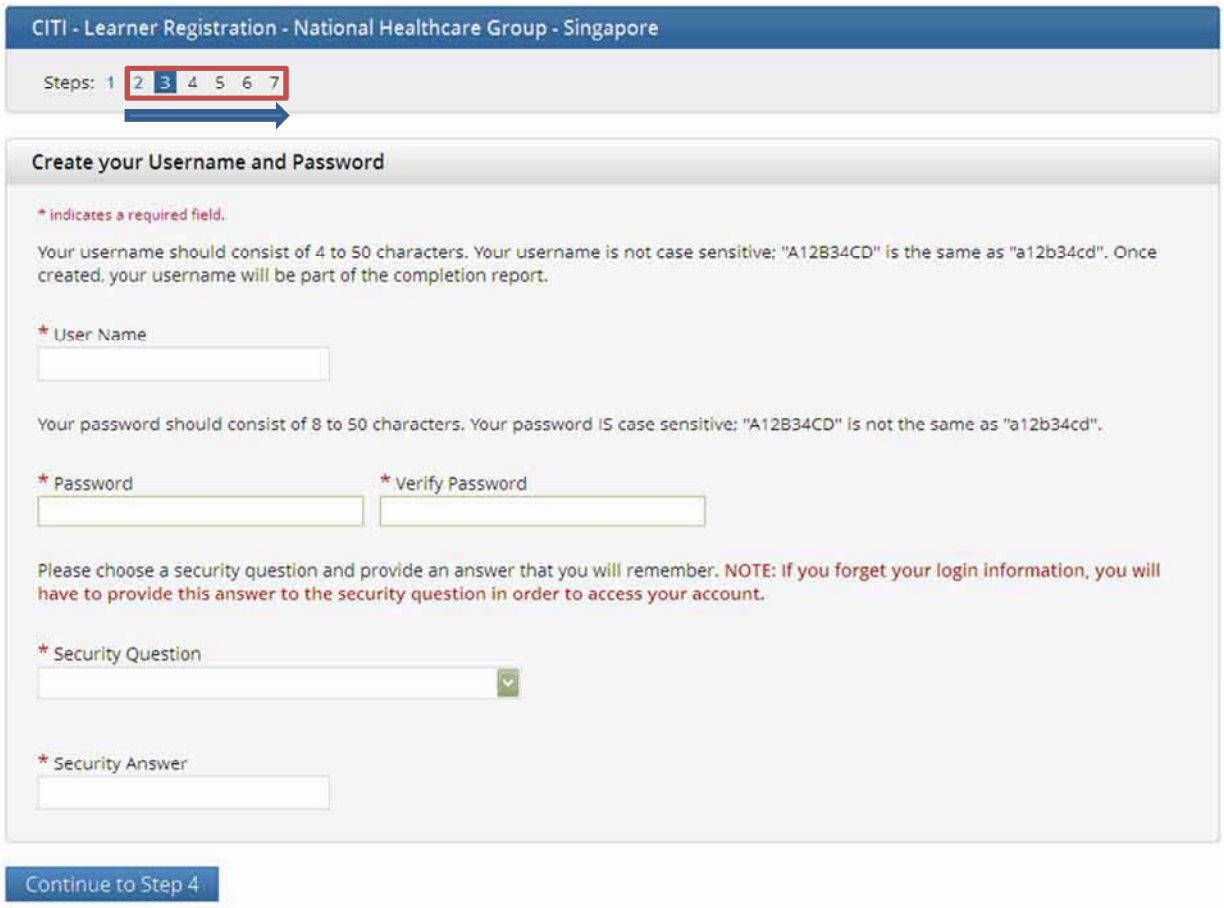
For New Users

1. Go to https://www.citiprogram.org/ and create an account.

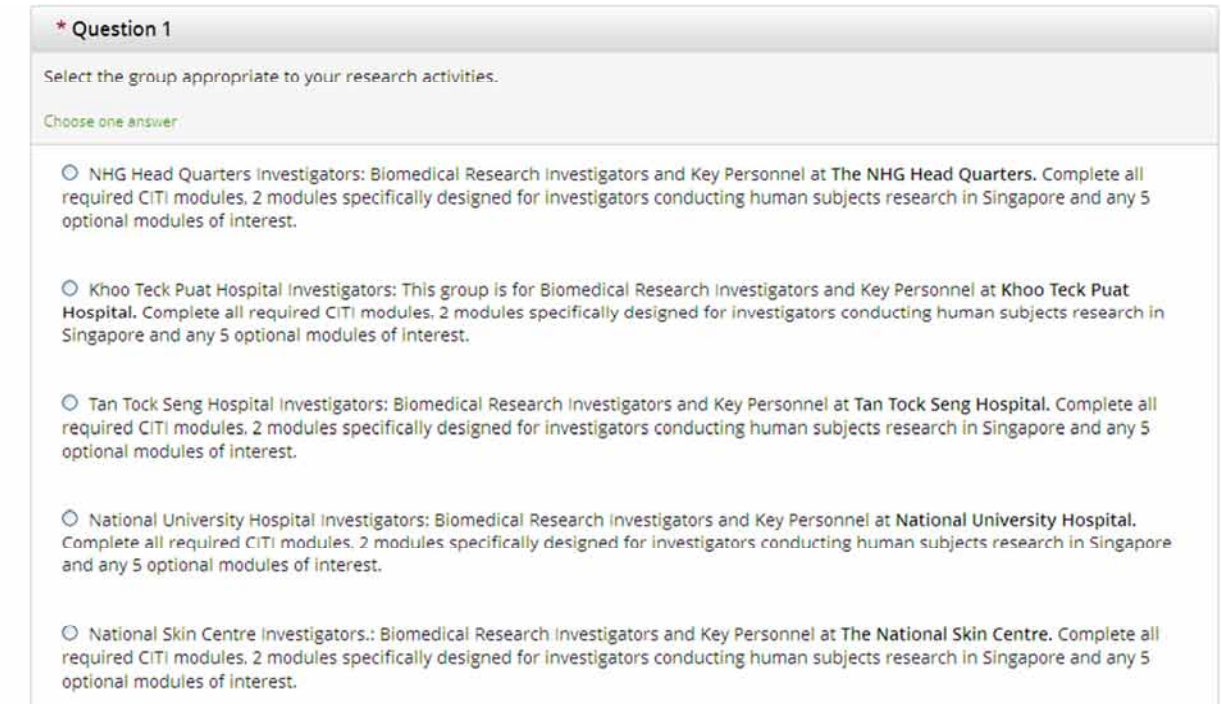
2. Select **National Healthcare Group – Singapore** as your organization affiliation.

3. Complete the required information as requested and continue all the way till **step 7**.

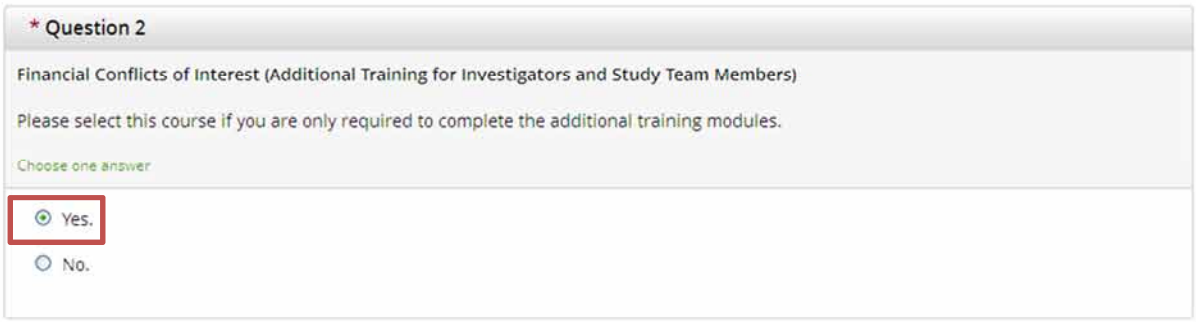


4. There will be four questions displayed at **step 7**.

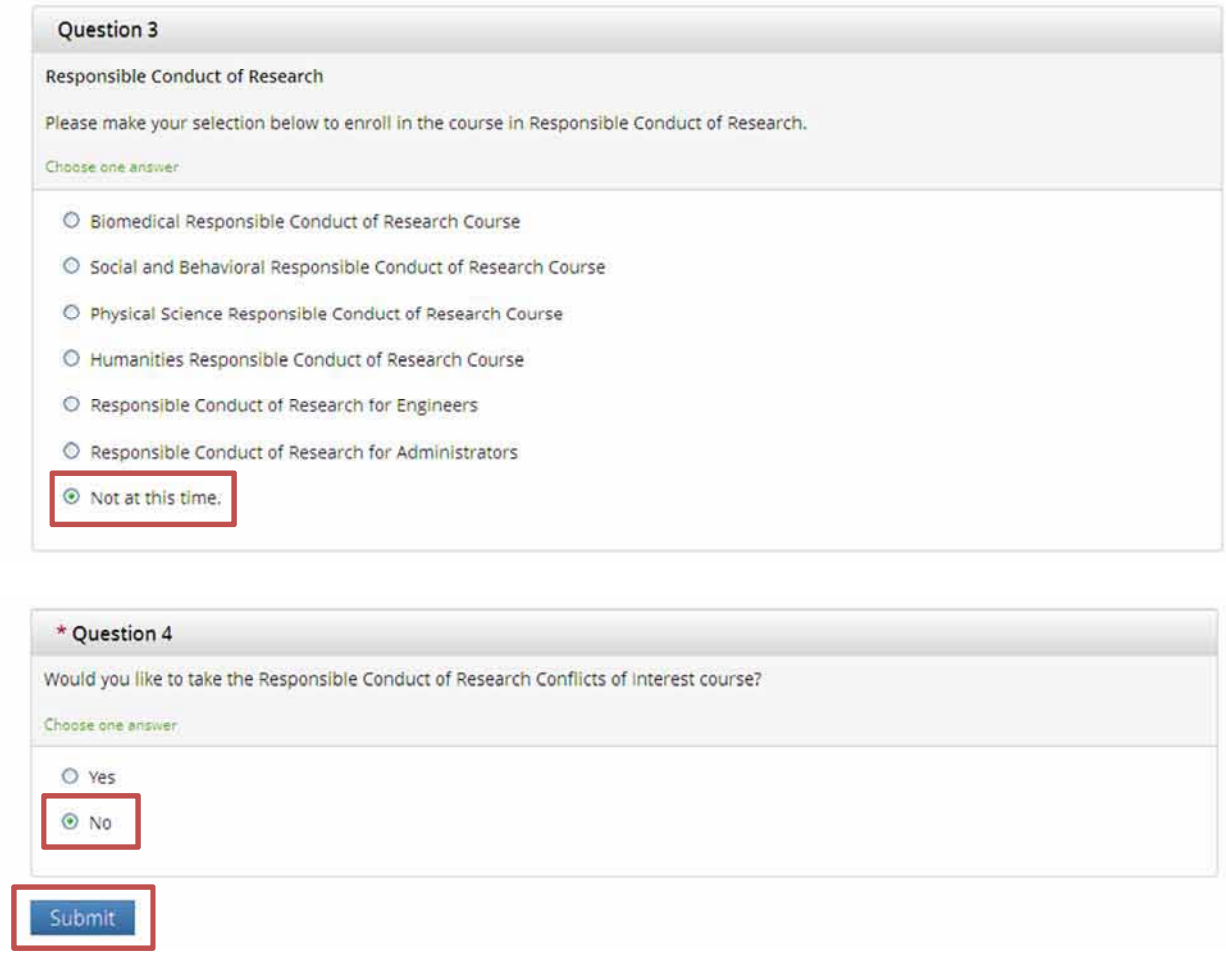
For Question 1, please select **your institution or study site.**



For Question 2, please select '**Yes'.** This is the new FCOI course that you will need to complete.

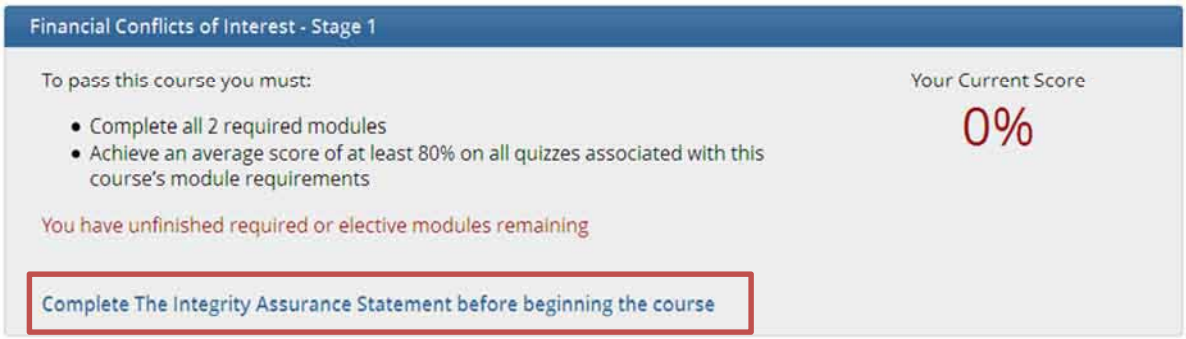


Question 3 and 4 are additional training materials and they are not required by DSRB. You may select **'Not at this time' or 'No'** if you do not wish to complete it. Click on **'Submit'** at the bottom of the page.

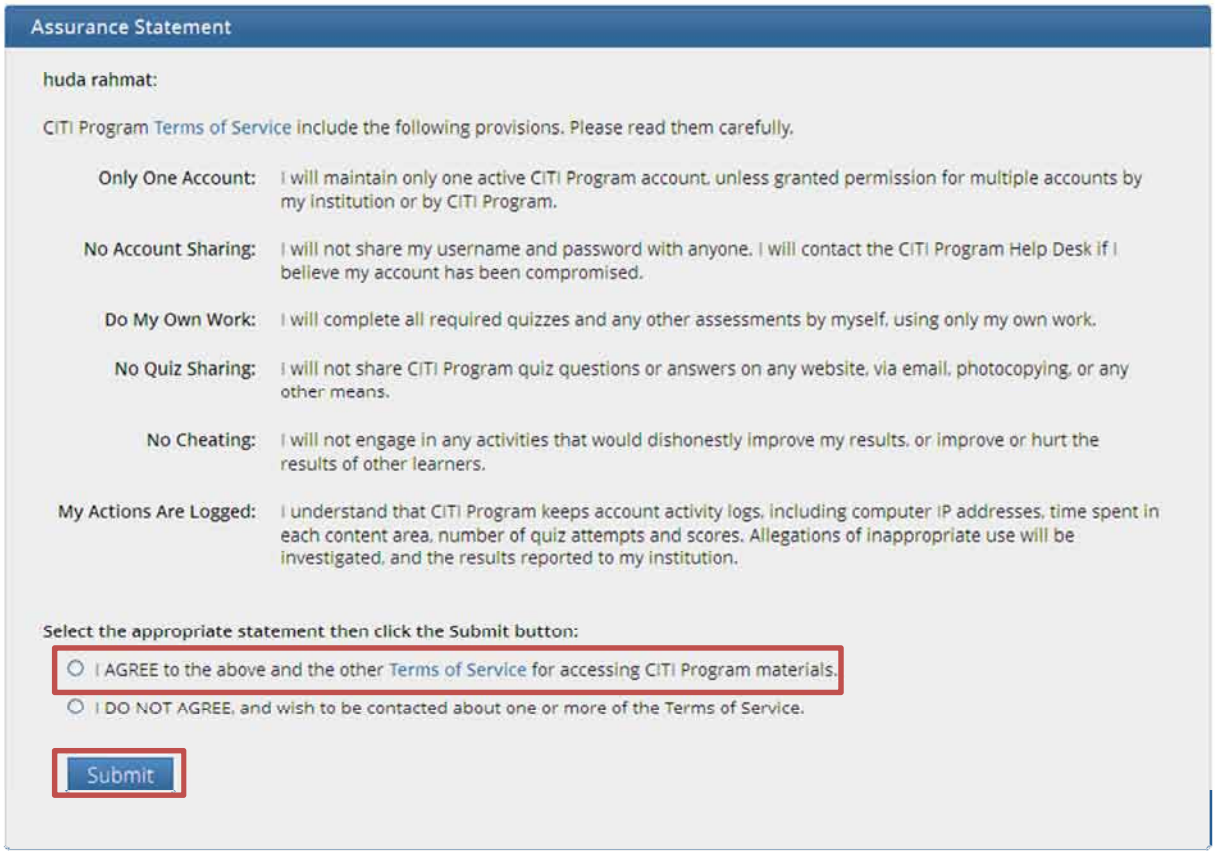


5. Click on the FCOI course link to proceed.

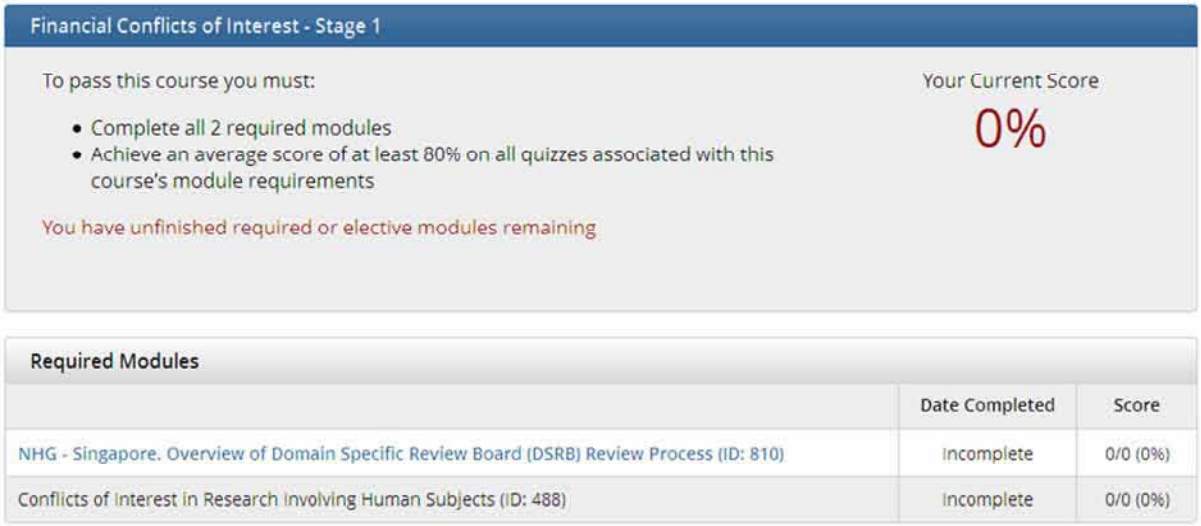
6. Before you start, click on **'Complete The Integrity Assurance Statement before beginning the course'.**



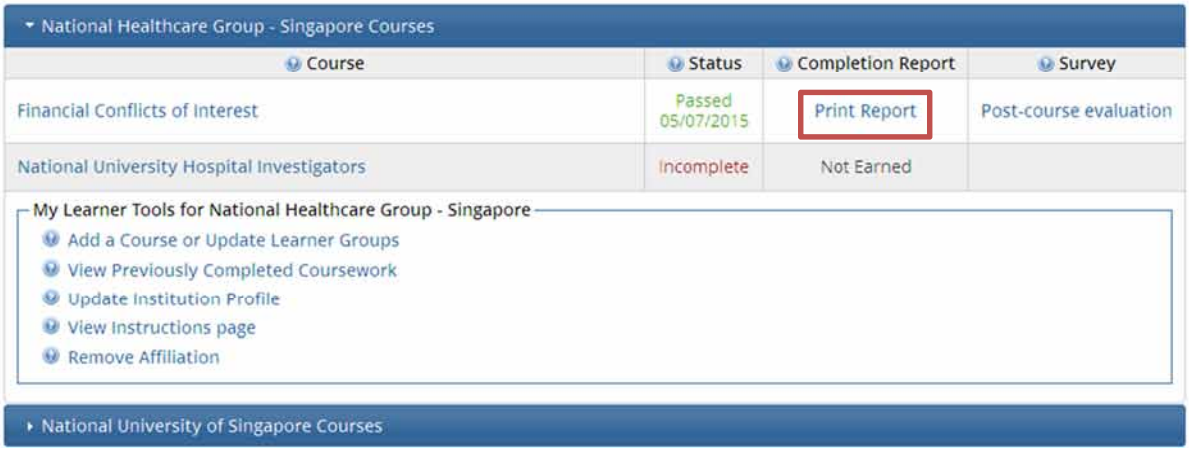
7. After reading the terms of service, click on **'I Agree'** and click **'Submit'** to proceed.



8. You can now start on the course by clicking on the first module.



9. After completing the 2 required modules, you may generate the certificate by clicking on **'Print Report'** at the main menu.

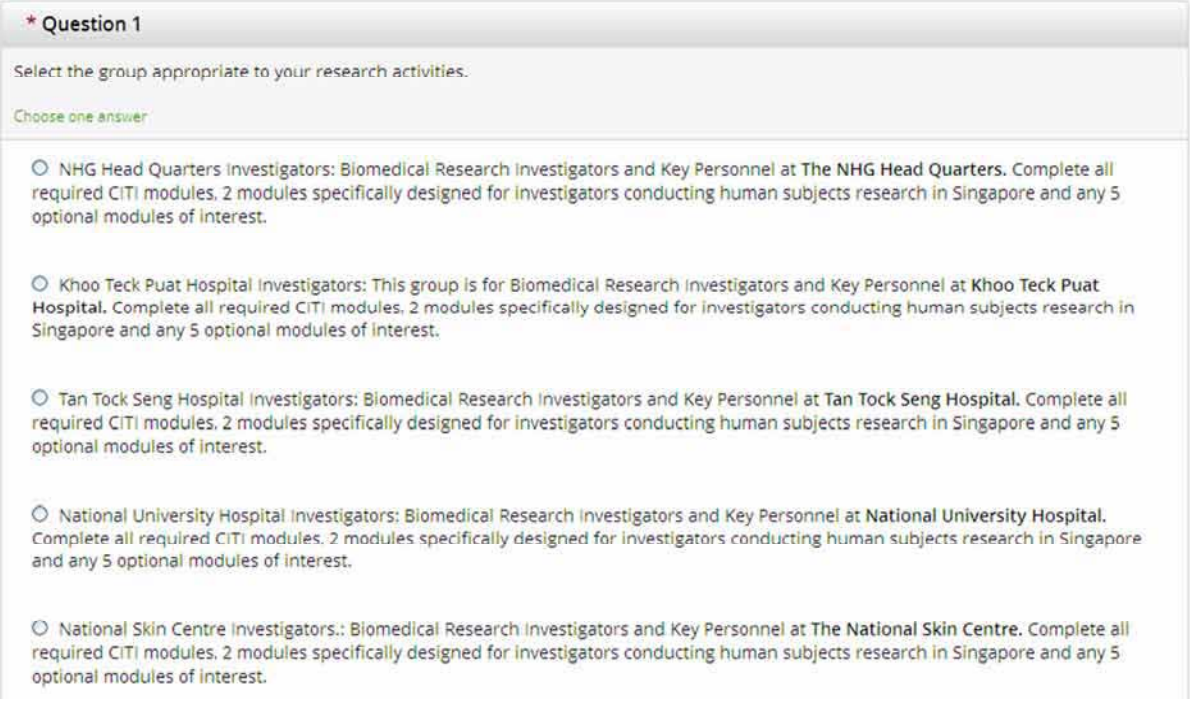


For Existing CITI Users Affiliated with National Healthcare Group – Singapore

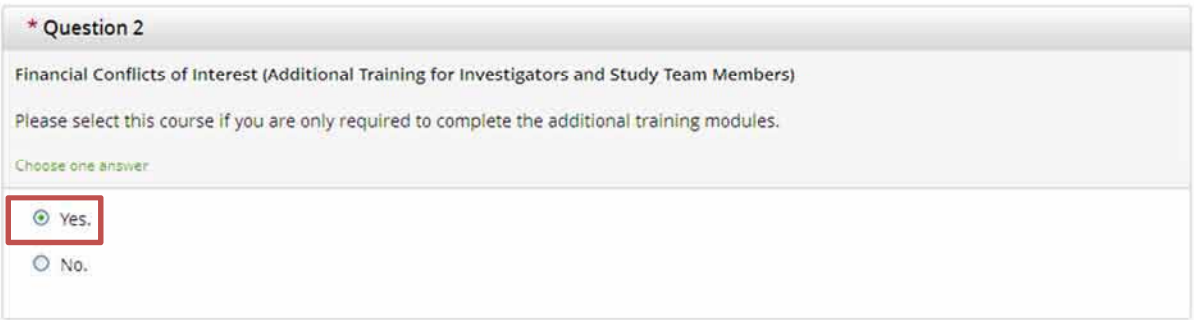
1. At the main menu, click on **'Add a Course or Update Learner Groups'.**

2. There will be four questions displayed.

For Question 1, please select **your institution or study site.**



For Question 2, please select '**Yes'.** This is the new FCOI course that you will need to complete.



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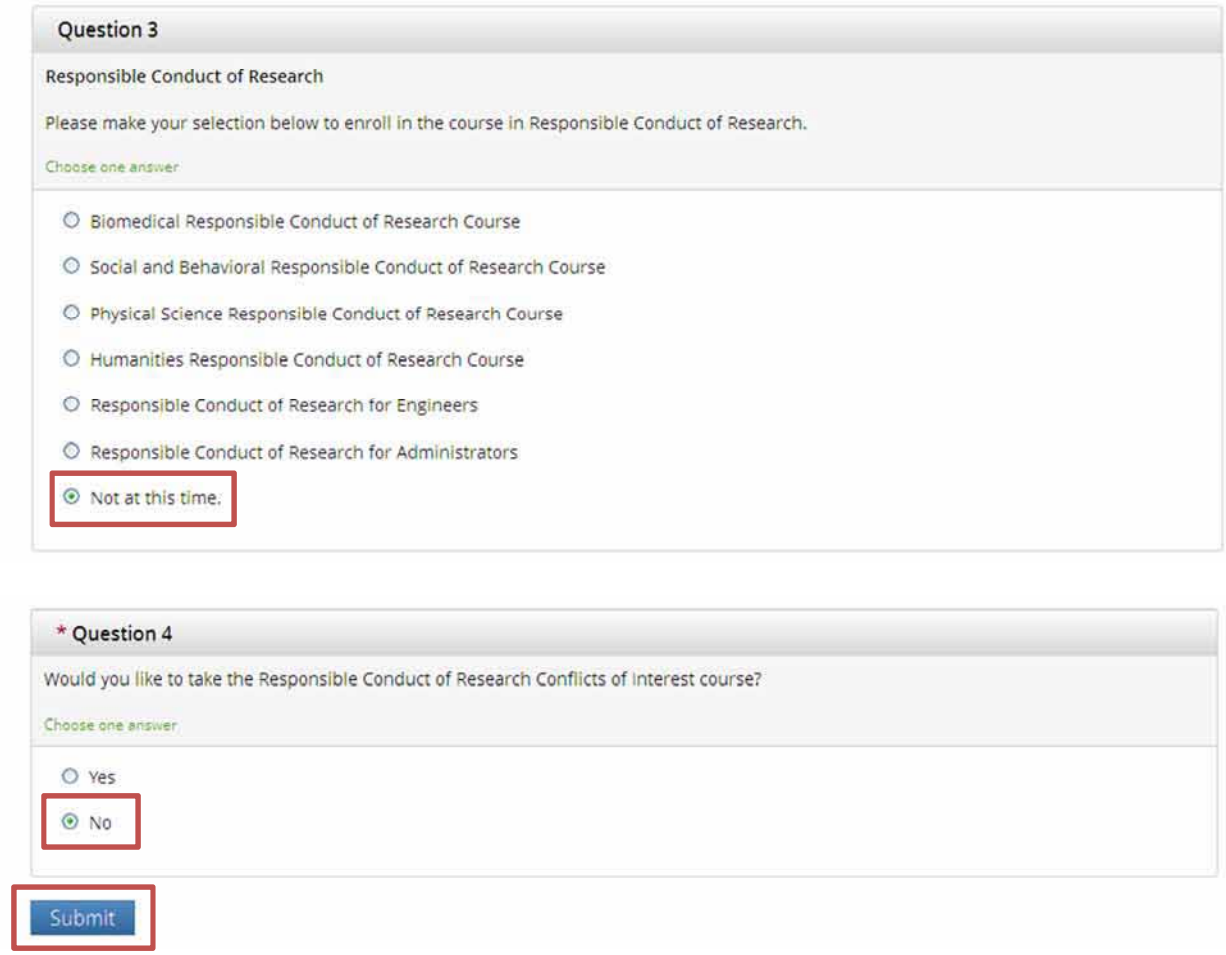
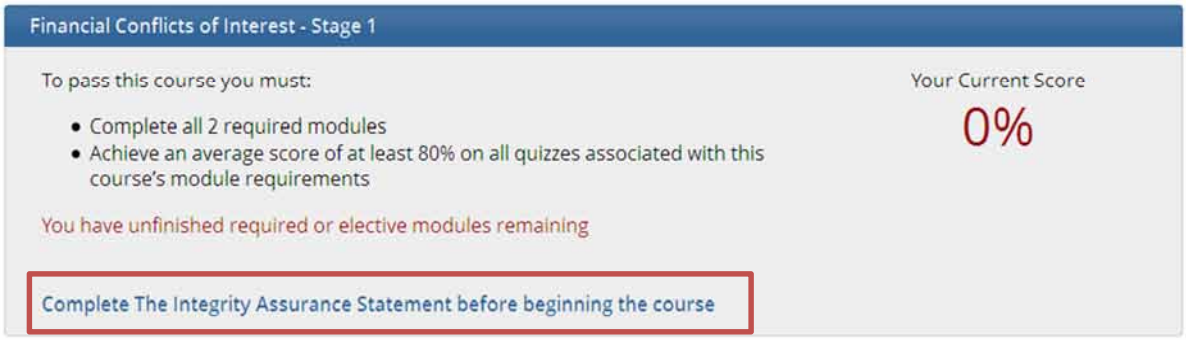
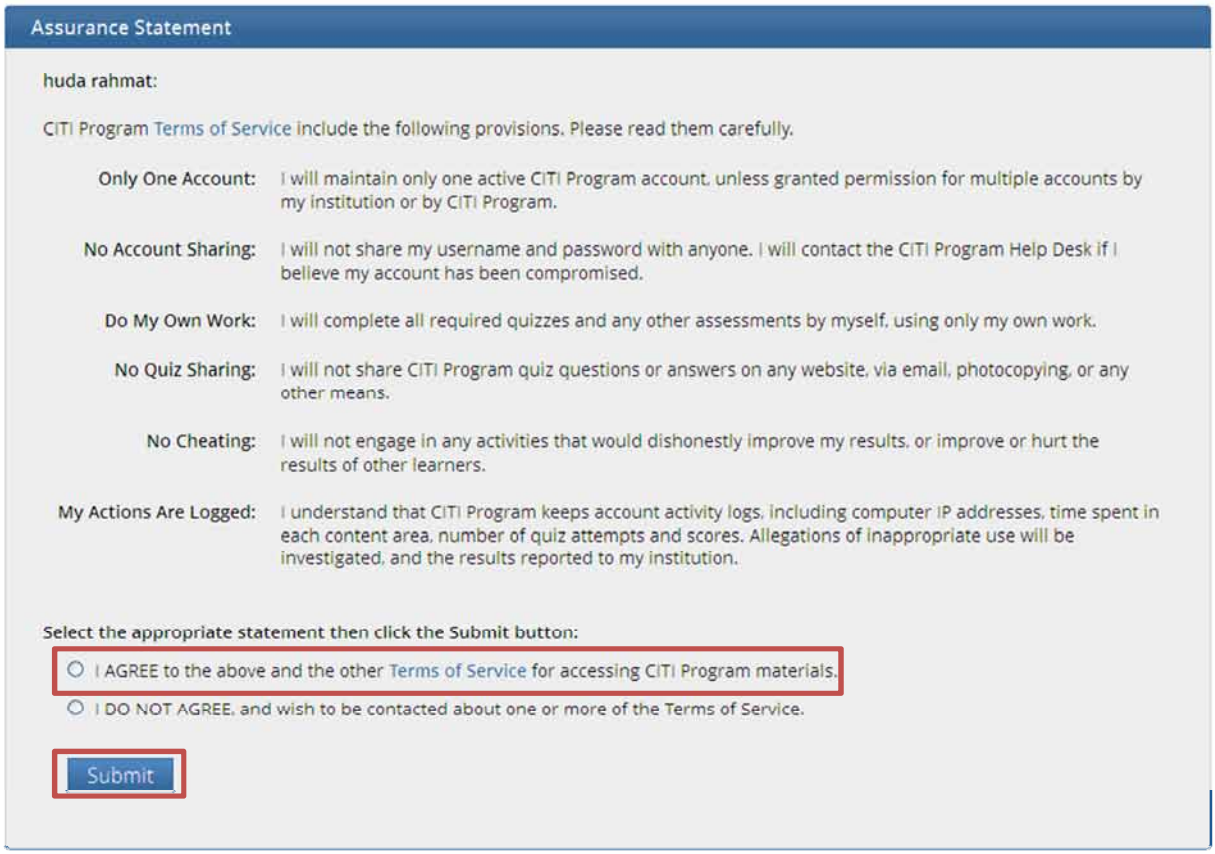


3. Click on the FCOI course link to proceed.

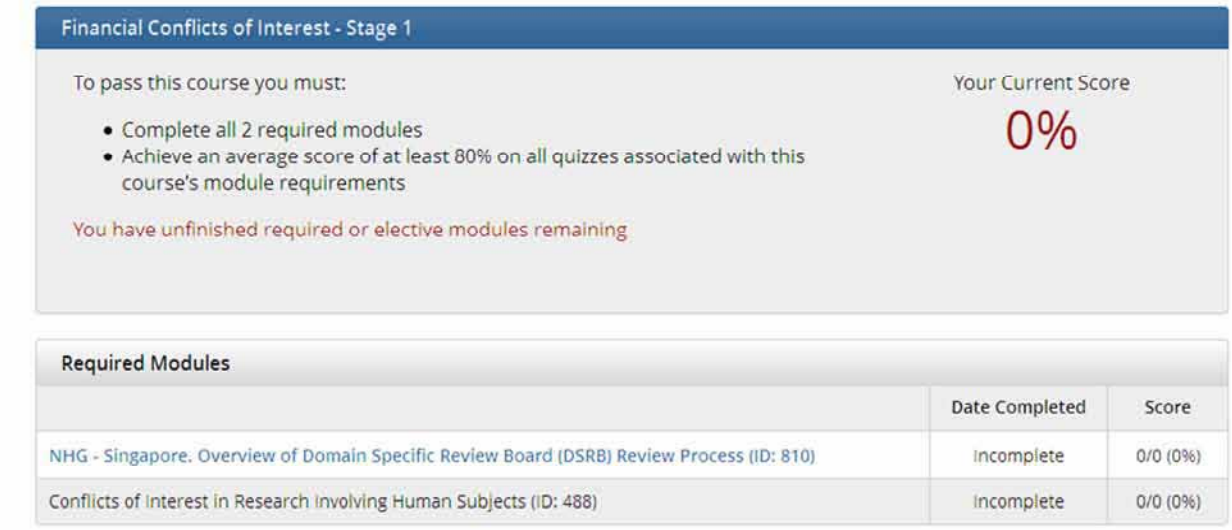
4. Before you start, click on **'Complete The Integrity Assurance Statement before beginning the course'.**



5. After reading the terms of service, click on **'I Agree'** and click **'Submit'** to proceed.



6. You can now start on the course by clicking on the first module.



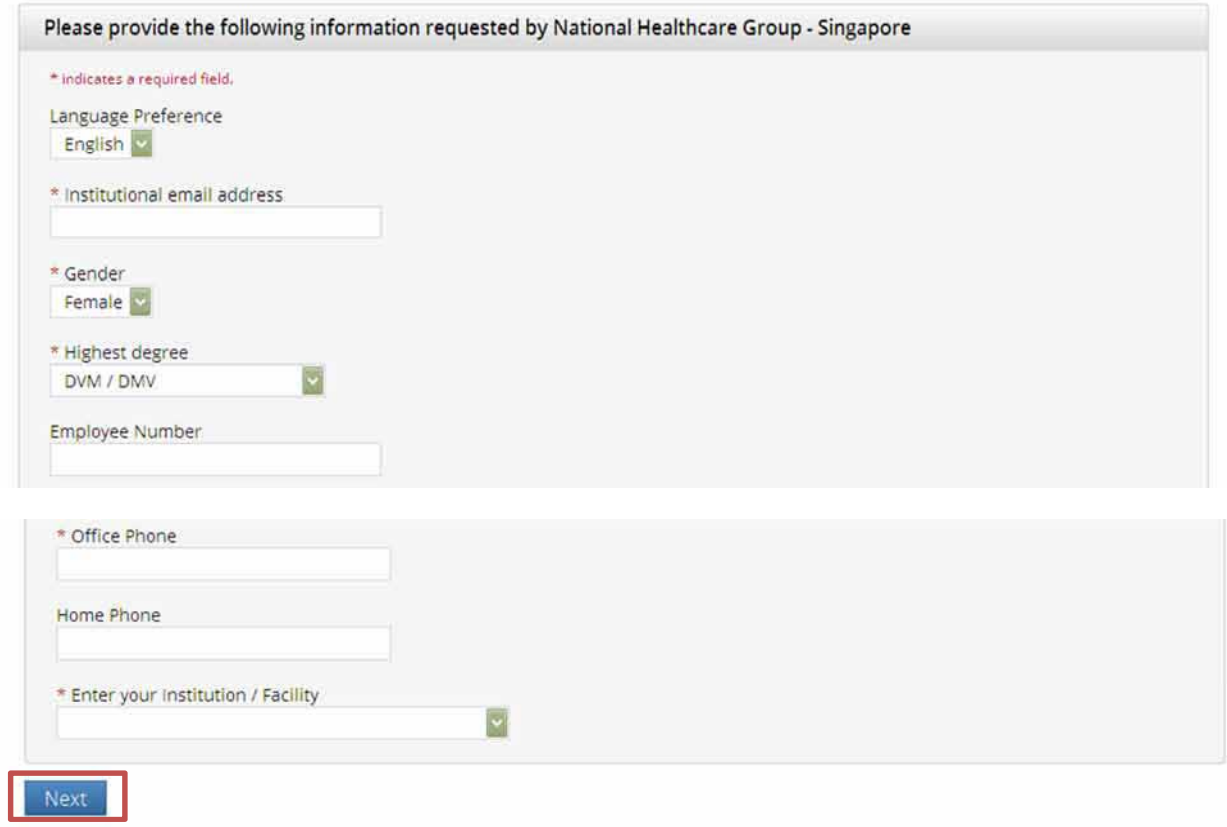
7. After completing the 2 required modules, you may generate the certificate by clicking on **'Print Report'** at the main menu.

For Existing CITI users Affiliated with Other Organizations

1. At the main menu, click on **'Click here to affiliate with another institution'.**

2. Select **National Healthcare Group – Singapore** as your organization affiliation.

3. Provide the required information in the fields accordingly and click **'Next'.**



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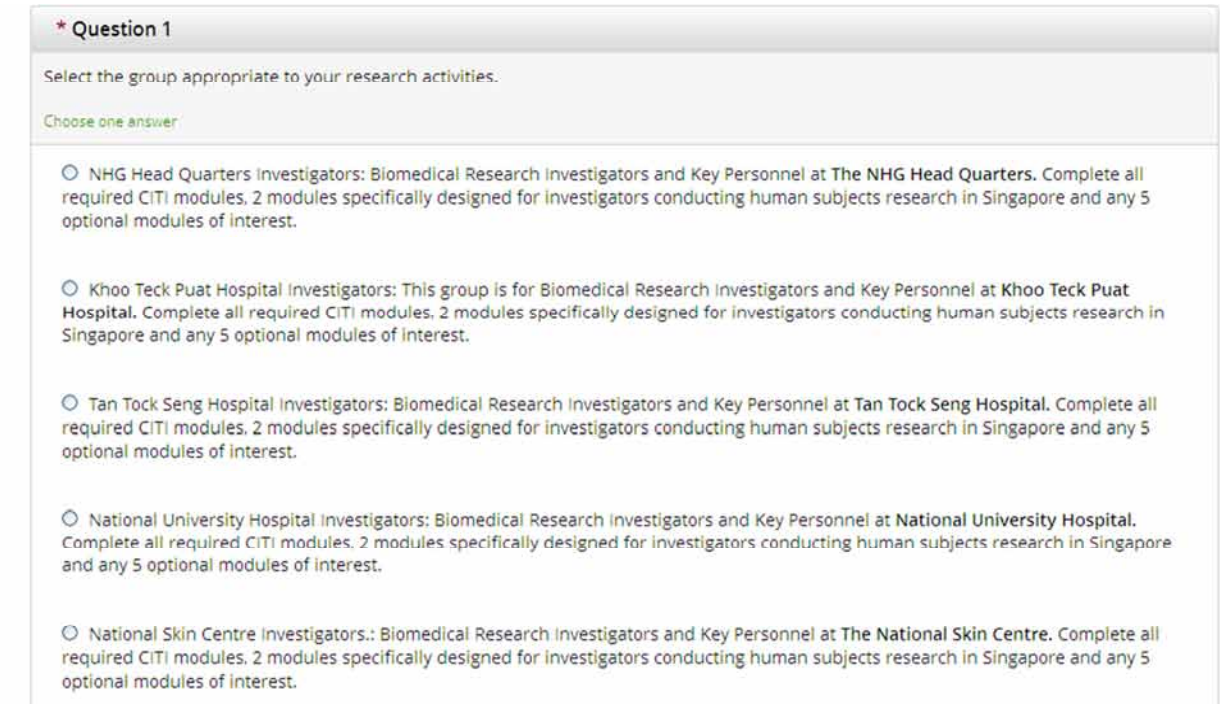

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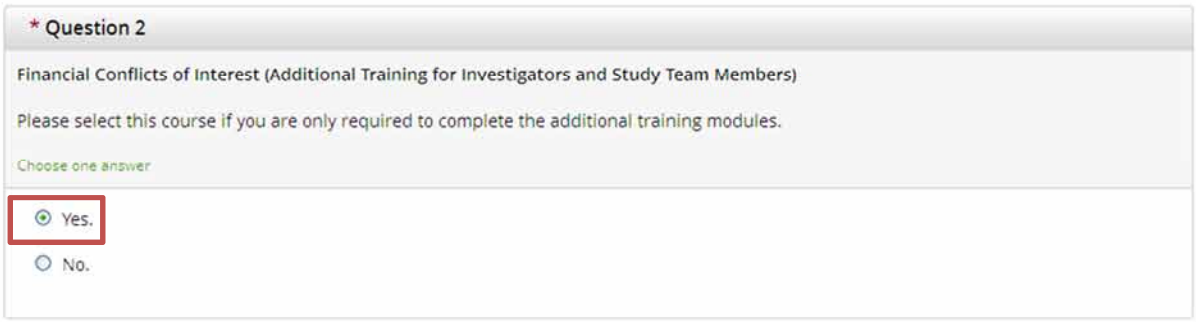

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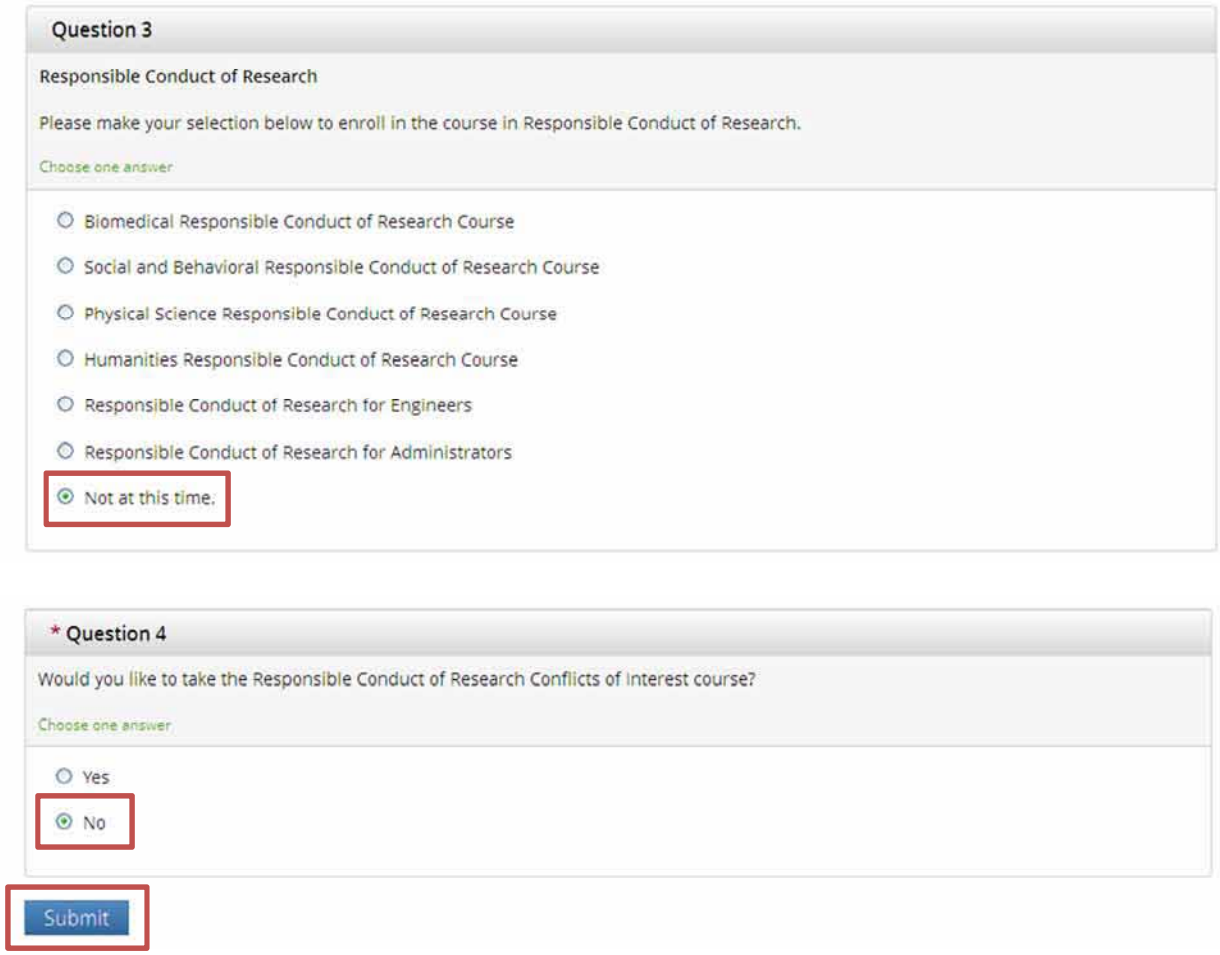
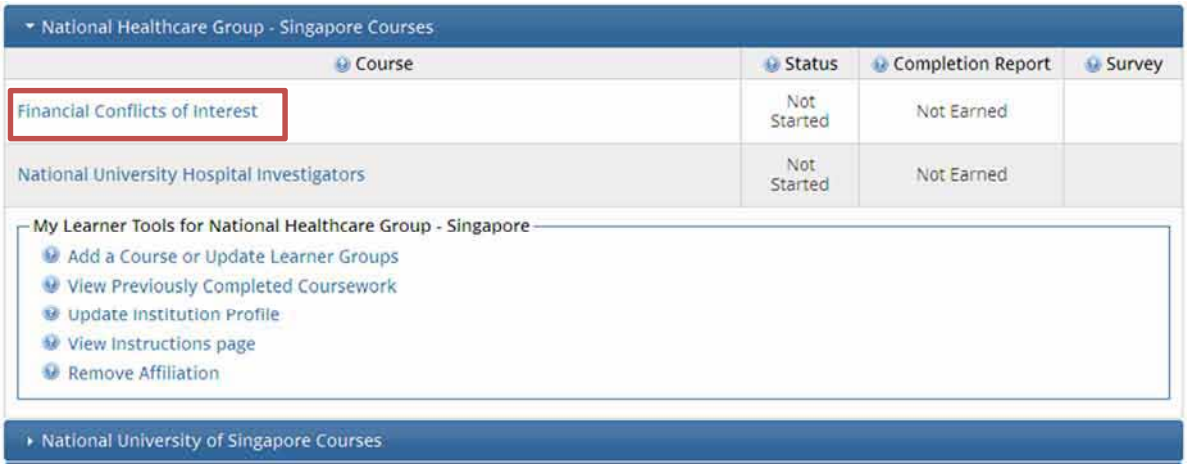


5. Under National Healthcare Group –Singapore Courses, click on the FCOI course link to proceed.



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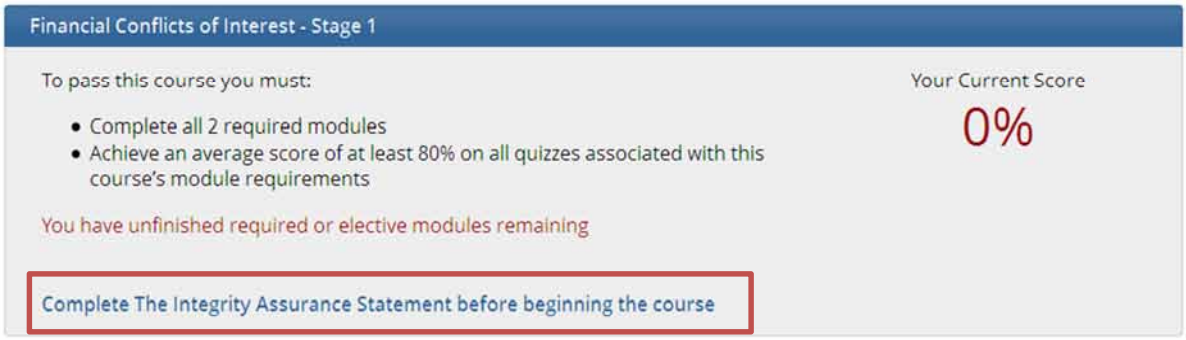

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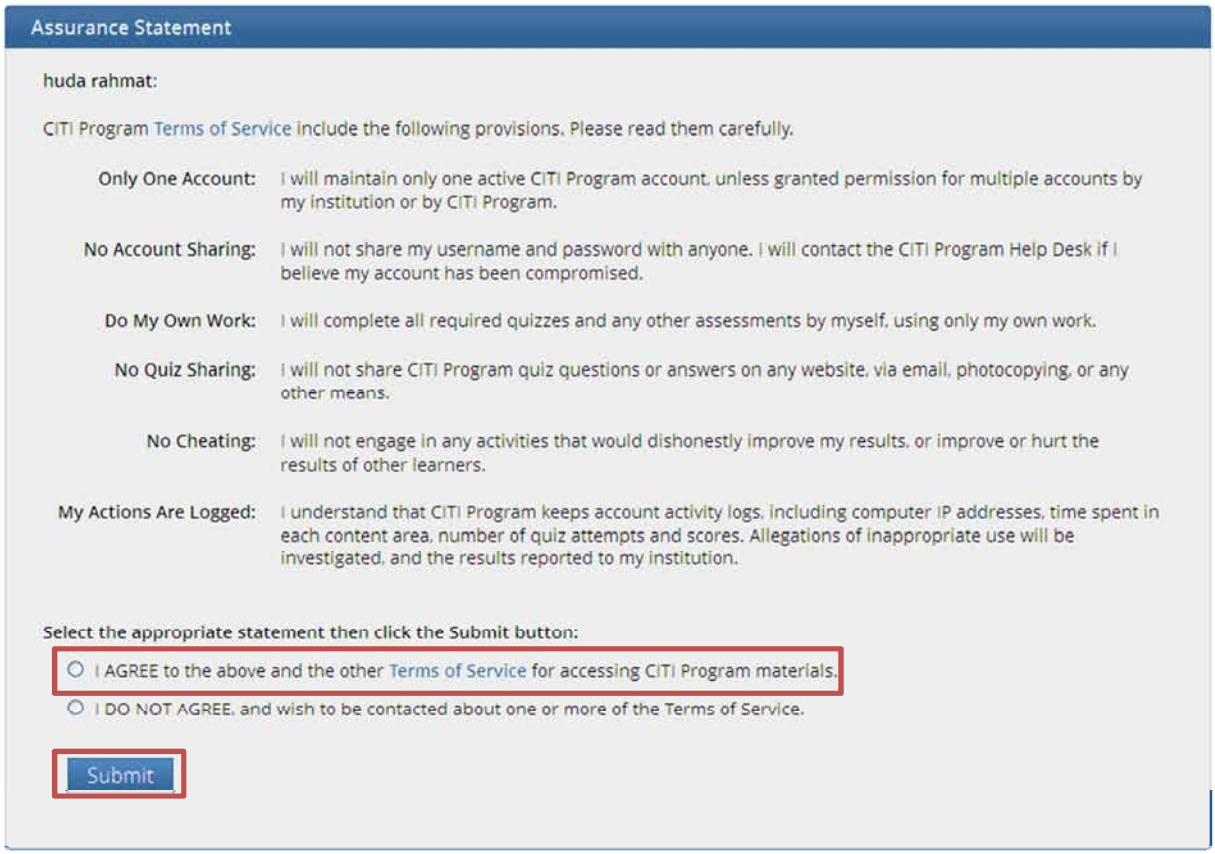

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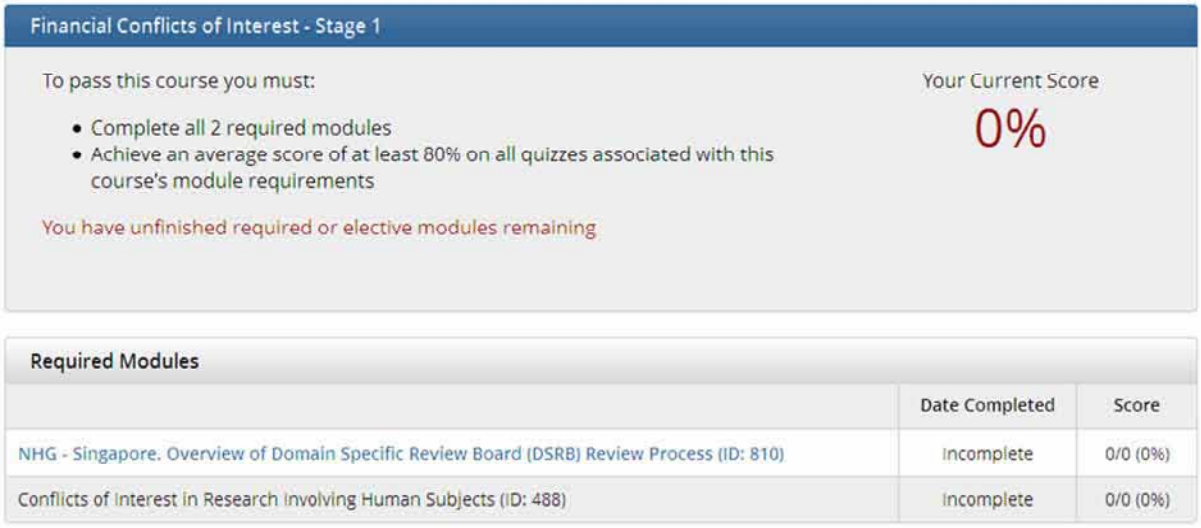
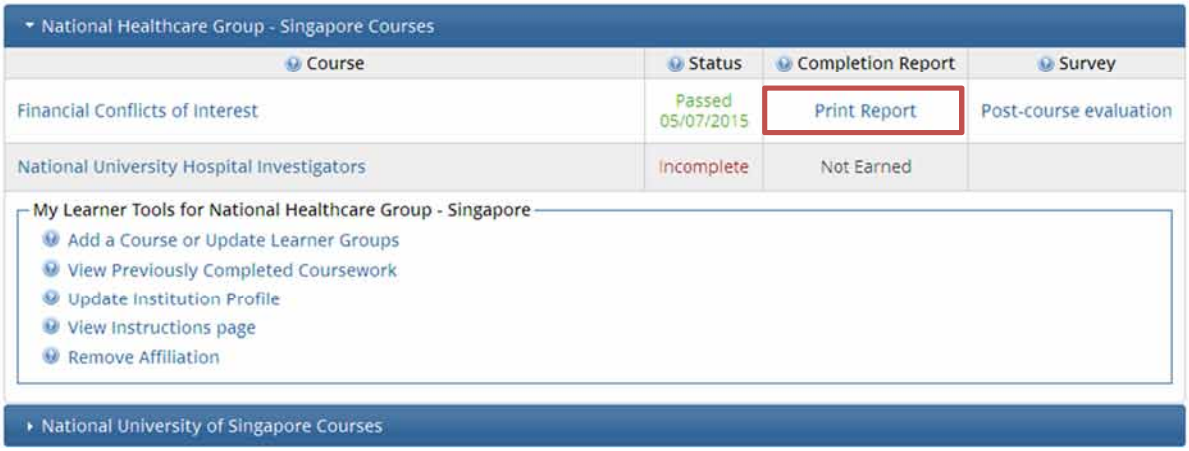
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