



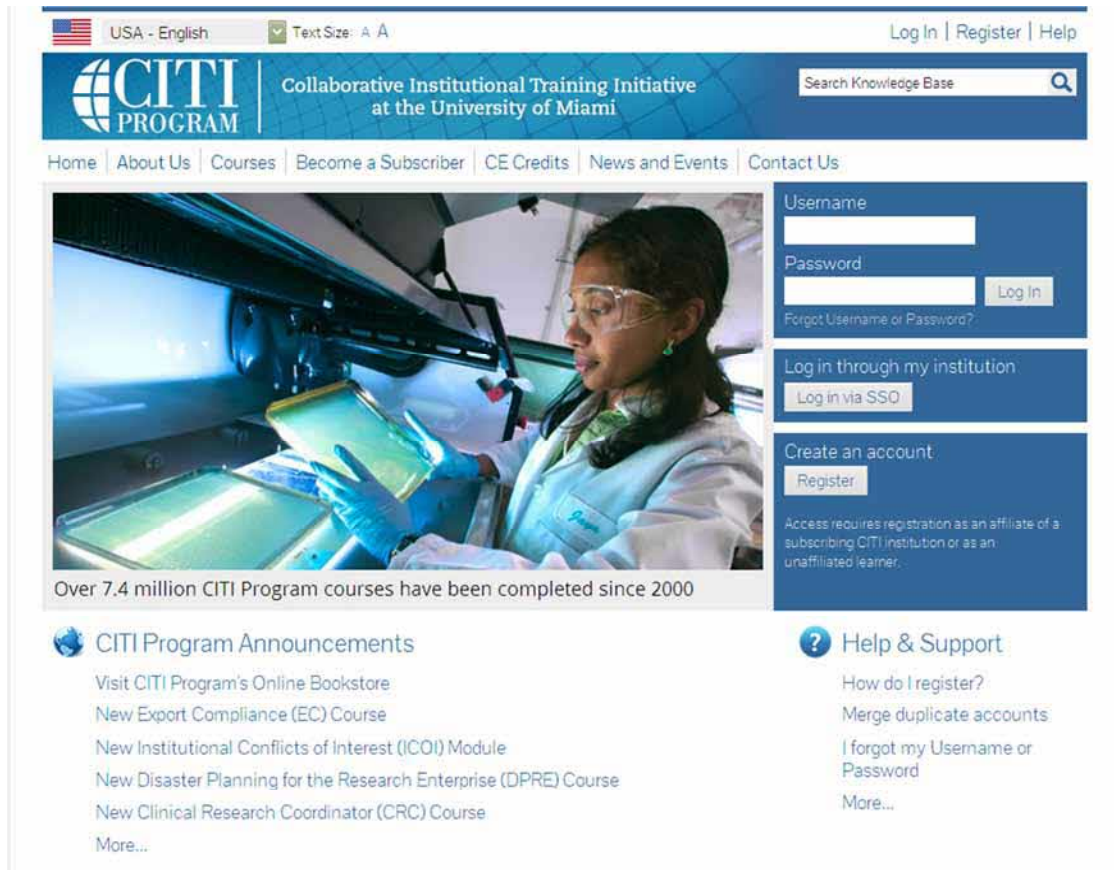
National Healthcare Group – Singapore CITI

The Collaborative Institutional Training Initiative

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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.



The screenshot shows the CITI Program website homepage. At the top, there is a navigation bar with the CITI Program logo and the text "Collaborative Institutional Training Initiative at the University of Miami". A search bar for the Knowledge Base is also present. Below the navigation bar, there are links for Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, and Contact Us. The main content area features a large image of a scientist in a lab coat and safety glasses working with a microscope. To the right of the image is a login form with fields for Username and Password, a Log In button, and a link for "Forgot Username or Password?". Below the login form is a section for "Log in through my institution" with a "Log in via SSO" button. Further down is a "Create an account" section with a "Register" button and a note that access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner. On the left side, there is a section for "CITI Program Announcements" listing several new courses and a "More..." link. On the right side, there is a "Help & Support" section with links for "How do I register?", "Merge duplicate accounts", "I forgot my Username or Password", and "More...".

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



The screenshot shows the "CITI - Learner Registration" form. At the top, there is a progress indicator showing steps 1 through 7, with step 1 highlighted. Below the progress indicator, there is a message: "You must make a selection below." The main section is titled "Select Your Organization Affiliation". It contains a search box with the text "Search for organization; Enter full or partial name" and a dropdown arrow. The search box contains the text "National Healthcare Group - Singapore". To the right of the search box, there is a link: "Can't find your institution? It may use Single Sign On. Check here." Below the search box, there is a paragraph of text: "Drop-down lists have been replaced by this single search box. To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the 'Continue to Step 2' button immediately below. To clear your selection and try again, click the 'Search Again' button." At the bottom of the form, there are two buttons: "Continue to Step 2" and "Search Again".

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

CITI - Learner Registration - National Healthcare Group - Singapore

Steps: 1 2 3 4 5 6 7

Create your Username and Password

* Indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive: "A12B34CD" is not the same as "a12b34cd".

* Password * Verify Password

Please choose a security question and provide an answer that you will remember. **NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.**

* Security Question

* Security Answer

[Continue to Step 4](#)

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

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

*** Question 1**

Select the group appropriate to your research activities.

Choose one answer

- NHG Head Quarters Investigators: Biomedical Research Investigators and Key Personnel at **The NHG Head Quarters**. Complete all required CITI modules, 2 modules specifically designed for investigators conducting human subjects research in Singapore and any 5 optional modules of interest.
- Khoo Teck Puat Hospital Investigators: This group is for Biomedical Research Investigators and Key Personnel at **Khoo Teck Puat Hospital**. Complete all required CITI modules, 2 modules specifically designed for investigators conducting human subjects research in Singapore and any 5 optional modules of interest.
- Tan Tock Seng Hospital Investigators: Biomedical Research Investigators and Key Personnel at **Tan Tock Seng Hospital**. Complete all required CITI modules, 2 modules specifically designed for investigators conducting human subjects research in Singapore and any 5 optional modules of interest.
- National University Hospital Investigators: Biomedical Research Investigators and Key Personnel at **National University Hospital**. Complete all required CITI modules, 2 modules specifically designed for investigators conducting human subjects research in Singapore and any 5 optional modules of interest.
- National Skin Centre Investigators.: Biomedical Research Investigators and Key Personnel at **The National Skin Centre**. Complete all required CITI modules, 2 modules specifically designed for investigators conducting human subjects research in Singapore and any 5 optional modules of interest.

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

*** Question 2**

Financial Conflicts of Interest (Additional Training for Investigators and Study Team Members)

Please select this course if you are only required to complete the additional training modules.

Choose one answer

- Yes.
- No.

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.

Question 3

Responsible Conduct of Research

Please make your selection below to enroll in the course in Responsible Conduct of Research.

Choose one answer

- Biomedical Responsible Conduct of Research Course
- Social and Behavioral Responsible Conduct of Research Course
- Physical Science Responsible Conduct of Research Course
- Humanities Responsible Conduct of Research Course
- Responsible Conduct of Research for Engineers
- Responsible Conduct of Research for Administrators
- Not at this time.

*** Question 4**

Would you like to take the Responsible Conduct of Research Conflicts of Interest course?

Choose one answer

- Yes
- No

Submit

5. Click on the FCOI course link to proceed.

National Healthcare Group - Singapore Courses			
Course	Status	Completion Report	Survey
Financial Conflicts of Interest	Not Started	Not Earned	
National University Hospital Investigators	Not Started	Not Earned	

My Learner Tools for National Healthcare Group - Singapore

- Add a Course or Update Learner Groups
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

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

Financial Conflicts of Interest - Stage 1

To pass this course you must:

- Complete all 2 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements

Your Current Score
0%

You have unfinished required or elective modules remaining

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.

Assurance Statement

huda rahmat:

CITI Program Terms of Service include the following provisions. Please read them carefully.

Only One Account: I will maintain only one active CITI Program account, unless granted permission for multiple accounts by my institution or by CITI Program.

No Account Sharing: I will not share my username and password with anyone. I will contact the CITI Program Help Desk if I believe my account has been compromised.

Do My Own Work: I will complete all required quizzes and any other assessments by myself, using only my own work.

No Quiz Sharing: I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or any other means.

No Cheating: I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.

My Actions Are Logged: I understand that CITI Program keeps account activity logs, including computer IP addresses, time spent in each content area, number of quiz attempts and scores. Allegations of inappropriate use will be investigated, and the results reported to my institution.

Select the appropriate statement then click the Submit button:

I AGREE to the above and the other Terms of Service for accessing CITI Program materials.

I DO NOT AGREE, and wish to be contacted about one or more of the Terms of Service.

Submit

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

Financial Conflicts of Interest - Stage 1

To pass this course you must:

- Complete all 2 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements

You have unfinished required or elective modules remaining

Your Current Score
0%

Required Modules		
	Date Completed	Score
NHG - Singapore. Overview of Domain Specific Review Board (DSRB) Review Process (ID: 810)	Incomplete	0/0 (0%)
Conflicts of Interest In Research Involving Human Subjects (ID: 488)	Incomplete	0/0 (0%)

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

▼ National Healthcare Group - Singapore Courses

Course	Status	Completion Report	Survey
Financial Conflicts of Interest	Passed 05/07/2015	Print Report	Post-course evaluation
National University Hospital Investigators	Incomplete	Not Earned	

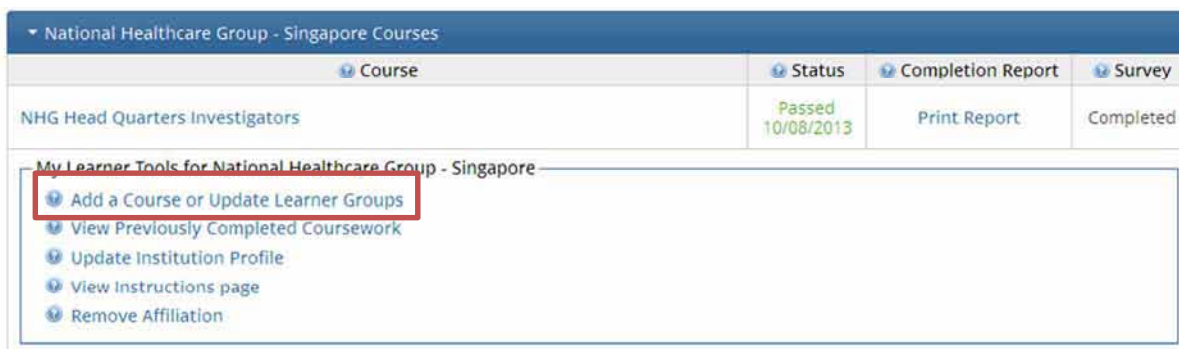
My Learner Tools for National Healthcare Group - Singapore

- Add a Course or Update Learner Groups
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

▶ National University of Singapore Courses

For Existing CITI Users Affiliated with National Healthcare Group – Singapore

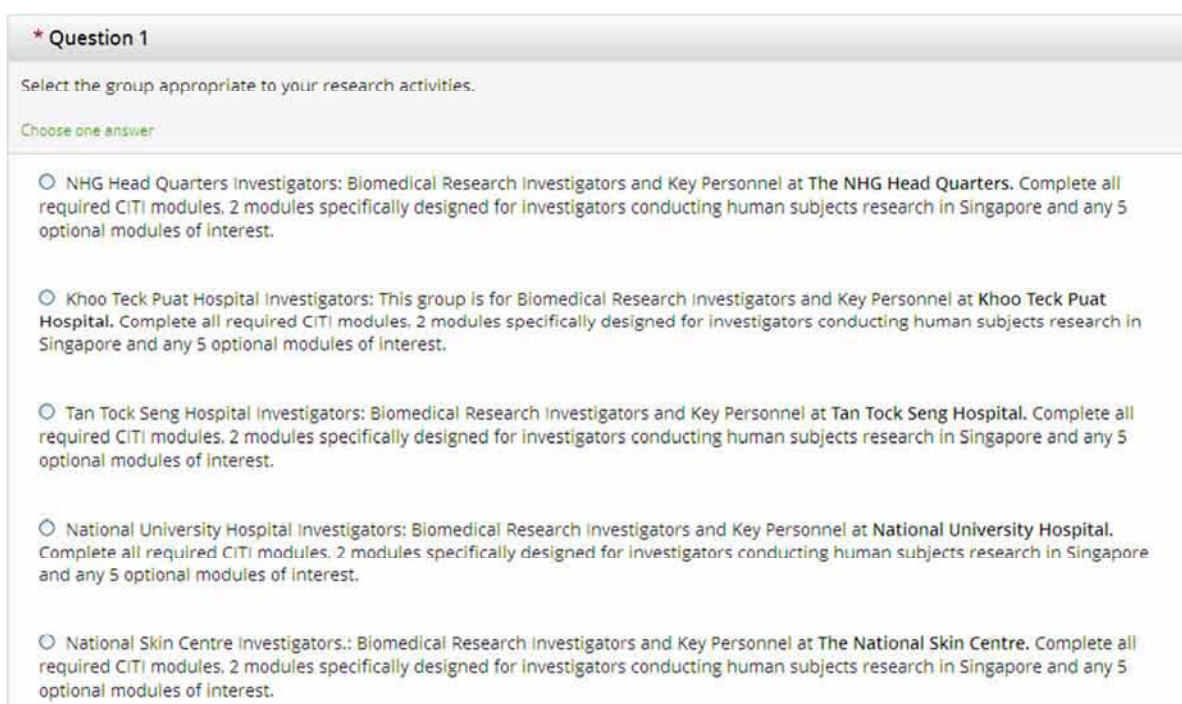
1. At the main menu, click on **'Add a Course or Update Learner Groups'**.



The screenshot shows a web interface for 'National Healthcare Group - Singapore Courses'. At the top, there is a navigation bar with 'Course', 'Status', 'Completion Report', and 'Survey' tabs. Below this, a table lists courses, with one entry for 'NHG Head Quarters Investigators' showing a status of 'Passed 10/08/2013', a 'Print Report' link, and a 'Completed' status. A dropdown menu titled 'My Learner Tools for National Healthcare Group - Singapore' is open, and the first option, 'Add a Course or Update Learner Groups', is highlighted with a red rectangular box.

2. There will be four questions displayed.

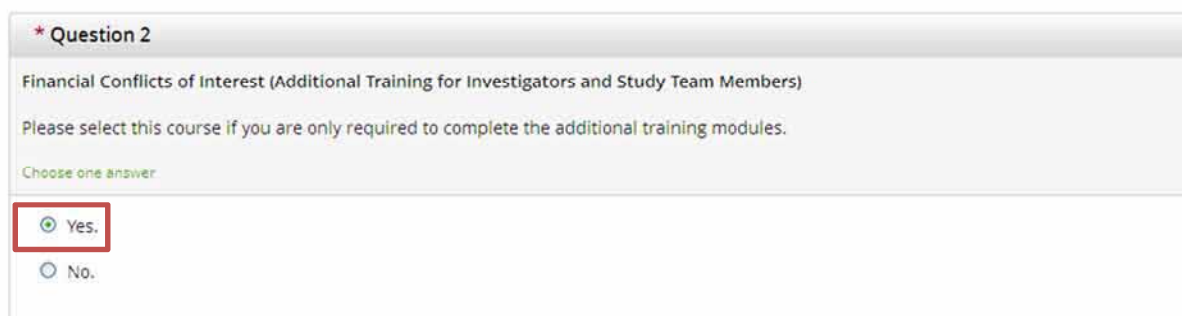
For Question 1, please select **your institution or study site**.



The screenshot shows a question titled '* Question 1' with the instruction 'Select the group appropriate to your research activities.' Below this, it says 'Choose one answer'. There are five radio button options, each with a description of a research group and the required CITI modules. The options are:

- NHG Head Quarters Investigators: Biomedical Research Investigators and Key Personnel at The NHG Head Quarters. Complete all required CITI modules, 2 modules specifically designed for Investigators conducting human subjects research in Singapore and any 5 optional modules of interest.
- Khoo Teck Puat Hospital Investigators: This group is for Biomedical Research Investigators and Key Personnel at Khoo Teck Puat Hospital. Complete all required CITI modules, 2 modules specifically designed for investigators conducting human subjects research in Singapore and any 5 optional modules of interest.
- Tan Tock Seng Hospital Investigators: Biomedical Research Investigators and Key Personnel at Tan Tock Seng Hospital. Complete all required CITI modules, 2 modules specifically designed for investigators conducting human subjects research in Singapore and any 5 optional modules of interest.
- National University Hospital Investigators: Biomedical Research Investigators and Key Personnel at National University Hospital. Complete all required CITI modules, 2 modules specifically designed for investigators conducting human subjects research in Singapore and any 5 optional modules of interest.
- National Skin Centre Investigators.: Biomedical Research Investigators and Key Personnel at The National Skin Centre. Complete all required CITI modules, 2 modules specifically designed for investigators conducting human subjects research in Singapore and any 5 optional modules of interest.

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



The screenshot shows a question titled '* Question 2' with the title 'Financial Conflicts of Interest (Additional Training for Investigators and Study Team Members)'. The instruction is 'Please select this course if you are only required to complete the additional training modules.' Below this, it says 'Choose one answer'. There are two radio button options: 'Yes.' and 'No.'. The 'Yes.' option is highlighted with a red rectangular box.

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.

Question 3

Responsible Conduct of Research

Please make your selection below to enroll in the course in Responsible Conduct of Research.

Choose one answer.

- Biomedical Responsible Conduct of Research Course
- Social and Behavioral Responsible Conduct of Research Course
- Physical Science Responsible Conduct of Research Course
- Humanities Responsible Conduct of Research Course
- Responsible Conduct of Research for Engineers
- Responsible Conduct of Research for Administrators
- Not at this time.

*** Question 4**

Would you like to take the Responsible Conduct of Research Conflicts of Interest course?

Choose one answer.

- Yes
- No

Submit

3. Click on the FCOI course link to proceed.

National Healthcare Group - Singapore Courses			
Course	Status	Completion Report	Survey
Financial Conflicts of Interest	Not Started	Not Earned	
NHG Head Quarters Investigators	Passed 01/21/2013	Print Report	Post-course evaluation

My Learner Tools for National Healthcare Group - Singapore

- Add a Course or Update Learner Groups
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

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

Financial Conflicts of Interest - Stage 1

To pass this course you must:

- Complete all 2 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements

Your Current Score
0%

You have unfinished required or elective modules remaining

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.

Assurance Statement

huda rahmat:

CITI Program [Terms of Service](#) include the following provisions. Please read them carefully.

Only One Account: I will maintain only one active CITI Program account, unless granted permission for multiple accounts by my institution or by CITI Program.

No Account Sharing: I will not share my username and password with anyone. I will contact the CITI Program Help Desk if I believe my account has been compromised.

Do My Own Work: I will complete all required quizzes and any other assessments by myself, using only my own work.

No Quiz Sharing: I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or any other means.

No Cheating: I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.

My Actions Are Logged: I understand that CITI Program keeps account activity logs, including computer IP addresses, time spent in each content area, number of quiz attempts and scores. Allegations of inappropriate use will be investigated, and the results reported to my institution.

Select the appropriate statement then click the Submit button:

I AGREE to the above and the other [Terms of Service](#) for accessing CITI Program materials.

I DO NOT AGREE, and wish to be contacted about one or more of the Terms of Service.

Submit

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

Financial Conflicts of Interest - Stage 1

To pass this course you must:

- Complete all 2 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements

You have unfinished required or elective modules remaining

Your Current Score
0%

Required Modules		
	Date Completed	Score
NHG - Singapore. Overview of Domain Specific Review Board (DSRB) Review Process (ID: 810)	Incomplete	0/0 (0%)
Conflicts of Interest In Research Involving Human Subjects (ID: 488)	Incomplete	0/0 (0%)

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

National Healthcare Group - Singapore Courses			
Course	Status	Completion Report	Survey
Financial Conflicts of Interest	Passed 05/07/2015	Print Report	Post-course evaluation
NHG Head Quarters Investigators	Passed 01/21/2013	Print Report	Post-course evaluation

My Learner Tools for National Healthcare Group - Singapore

- Add a Course or Update Learner Groups
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

For Existing CITI users Affiliated with Other Organizations

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

Main Menu

- ▶ National University of Singapore Courses
- ▼ Click here to affiliate with another Institution
- Click here to affiliate with another Institution
- ▶ Affiliate as an Independent Learner

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

*** Select Your Organization Affiliation**

* indicates a required field.

Search for organization: Enter full or partial name

Next

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

Please provide the following information requested by National Healthcare Group - Singapore

* indicates a required field.

Language Preference
English ▼

* Institutional email address

* Gender
Female ▼

* Highest degree
DVM / DMV ▼

Employee Number:

* Office Phone

Home Phone

* Enter your Institution / Facility

Next

4. There will be four questions displayed.

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

*** Question 1**

Select the group appropriate to your research activities.

Choose one answer

- NHG Head Quarters Investigators: Biomedical Research Investigators and Key Personnel at **The NHG Head Quarters**. Complete all required CITI modules, 2 modules specifically designed for investigators conducting human subjects research in Singapore and any 5 optional modules of interest.
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- National University Hospital Investigators: Biomedical Research Investigators and Key Personnel at **National University Hospital**. Complete all required CITI modules, 2 modules specifically designed for investigators conducting human subjects research in Singapore and any 5 optional modules of interest.
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For Question 2, please select **'Yes'**. This is the new FCOI course that you will need to complete.

*** Question 2**

Financial Conflicts of Interest (Additional Training for Investigators and Study Team Members)

Please select this course if you are only required to complete the additional training modules.

Choose one answer

- Yes.
- No.

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.

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Choose one answer.

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- Physical Science Responsible Conduct of Research Course
- Humanities Responsible Conduct of Research Course
- Responsible Conduct of Research for Engineers
- Responsible Conduct of Research for Administrators
- Not at this time.

*** Question 4**

Would you like to take the Responsible Conduct of Research Conflicts of Interest course?

Choose one answer.

- Yes
- No

Submit

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

National Healthcare Group - Singapore Courses			
Course	Status	Completion Report	Survey
Financial Conflicts of Interest	Not Started	Not Earned	
National University Hospital Investigators	Not Started	Not Earned	

My Learner Tools for National Healthcare Group - Singapore

- Add a Course or Update Learner Groups
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

National University of Singapore Courses

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

Financial Conflicts of Interest - Stage 1

To pass this course you must:

- Complete all 2 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements

You have unfinished required or elective modules remaining

Your Current Score
0%

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.

Assurance Statement

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I DO NOT AGREE, and wish to be contacted about one or more of the Terms of Service.

Submit

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

Financial Conflicts of Interest - Stage 1

To pass this course you must:

- Complete all 2 required modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements

You have unfinished required or elective modules remaining

Your Current Score
0%

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

National Healthcare Group - Singapore Courses			
Course	Status	Completion Report	Survey
Financial Conflicts of Interest	Passed 05/07/2015	Print Report	Post-course evaluation
National University Hospital Investigators	Incomplete	Not Earned	

My Learner Tools for National Healthcare Group - Singapore

- Add a Course or Update Learner Groups
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

National University of Singapore Courses