SUNY DOWNSTATE
Medical Center

CONFLICTS OF INTEREST TRAINING INSTRUCTIONS SHEET

Downstate's Conflicts of Interest training program is an online program that is available from **ANY** computer with Internet access, whether at home or at work. You do not need to complete the program in one session. As long as you exit out of the program properly, it will bookmark where you left off so that you can begin at that location upon your next logged in session.

Internet Explorer is recommended to run this program. Please note that **ALL POP-UP BLOCKERS MUST BE DISABLED BEFORE LOGGING ON**.

If you do not have access to a computer with Internet, please be aware that the Learning Resource Center (LRC) in the basement of the library has designated terminals for the Compliance programs. The LRC's hours of operation are as follows:

Mon- Thurs: 9AM-11PM; Fri: 9AM-9PM; Sat: 9AM-5PM; Sun: 12PM-8PM

1. Go to the DMC Conflict of Interest training webpage at http://www.downstate.edu/coi/training.html

2. Select "Click here for Research Compliance Training"

3. You will be asked to enter:

- ➢ First Name
- ➢ Last Name
- ➢ User ID

YOU MUST ENTER ALL THE INFORMATION EXACTLY AS IT HAS BEEN PROVIDED TO YOU OR YOUR SUPERVISOR (APOSTROPHES & DASHES CANNOT BE ENTERED).

4. On the next screen, you will be asked to select the Viewing Option (best determined by the audio/video capabilities of your computer):
- ➢ **Text & Graphics** (all computers)
- ➢ **Slide-Show with Audio** (Windows media player 6.2+ or RealPlayer 6+, sound card)
- ➢ **The Video** (Slide-Show requirements & T – 1 or LAN connectivity)

5. Next, select:
- ➢ "**Research Compliance: Conflicts of Interest and Research Misconduct**" course.

6. You will be asked to select **Curriculum Track**.
- ➢ **Select the applicable area**
- ➢ **Enter callback phone/ fax number and email address**

7. Click on **Continue** until you begin the program.

8. There are **9 main sections**. Each of these sections has **additional sub-sections**. Make sure you complete **all** required sections and sub-sections (an arrow with the word "Required" is next to all modules required for completion).

9. Upon completion of the program, a pop-up screen will appear that says, "Congratulations! You have finished the program." If you do not get this message, you have not completed all of the required sections. <u>After you receive this message, make sure to exit out of the program properly. The server will upload your information and notate you as complete.</u>
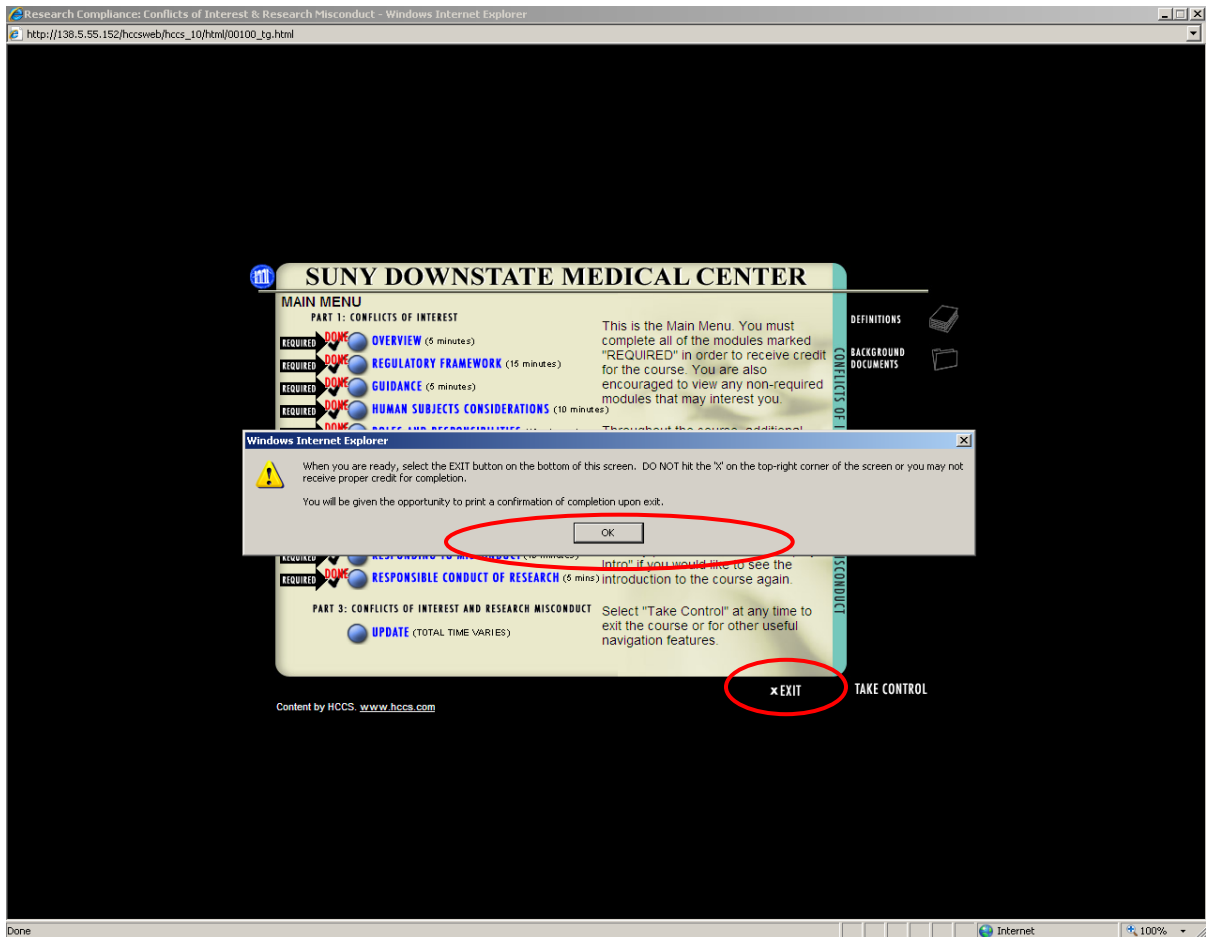
10. When exiting the program, you will be given the opportunity to print out a confirmation of your completion status. Keep this copy for your records.
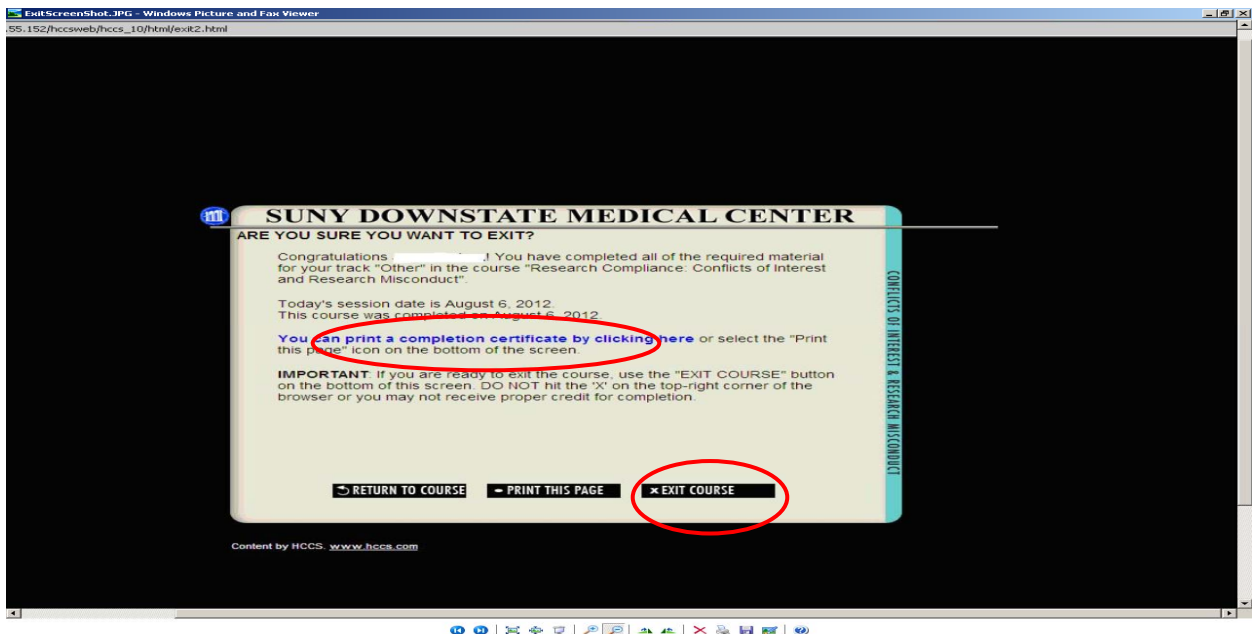
The link to DMC's Disclosure Form is available on the last page of the training course. However, please make sure you properly exit out of the training course, back to the Main Menu, to ensure your completion information is recorded in our database.
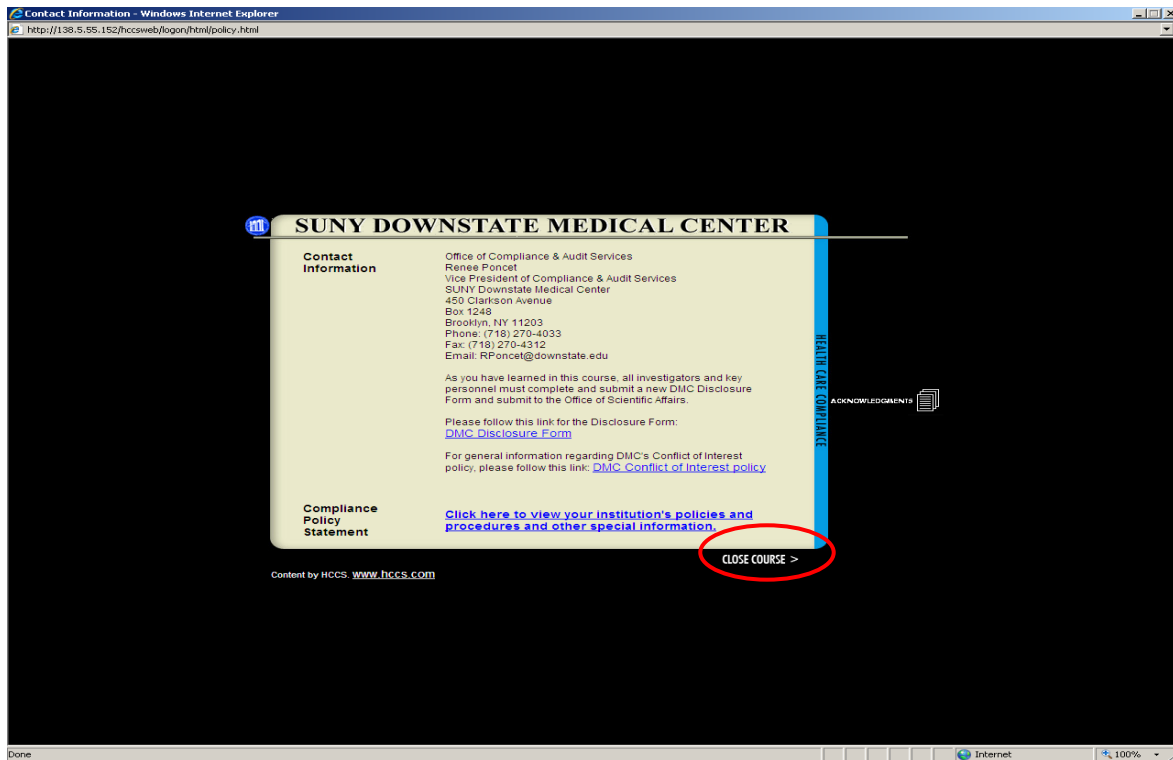
If you need technical or operational assistance with the program, call the Compliance training Hotline at 718-270- 6734/ 2095.