



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"

The screenshot shows the SUNY Downstate Medical Center website. The navigation menu on the left includes "Conflicts of Interest", "Disclosure Forms", "Training", "Resources", and "Contact Us". The main content area is titled "Conflicts of Interest - Training" and contains the following text:

Research Compliance - Conflicts of Interest:

Individuals involved in sponsored research related activities will be required to complete DMC's Research Compliance - Conflicts of Interest (COI) course.

The course is designed to provide researchers, support staff and administrative personnel with knowledge about ethical issues and legal requirements with regard to conflicts of interest and research misconduct.

Training will be required under the following circumstances:

- Upon hire;
- Prior to engaging in research related activities;
- Routinely every four (4) years;
- When DMC's COI policy or procedures are revised in a manner that affects all Investigators;
- If DMC determines that an Investigator is not in compliance with the COI Policy or a particular management plan.

Who must complete Conflicts of Interest:

All funded and unfunded Investigators involved in research related activities must complete this course. [Click here for Instructions.](#)

Investigator: The project director, Principal Investigator, co-Principal Investigator, personnel who are considered to be essential to work performance or any other person, regardless of title or position, who is responsible for the design, conduct or reporting of research. *The PI is responsible for identifying all Investigators involved in their research activities.* If the role of an individual is unclear and that individual is listed as an Investigator, compliance with all training and filing requirements will be expected.

Note - Transient staff and trainees, such as medical students, residents and fellows, who may recruit patients and/or collect and handle data under supervision, but are not key to the design, conduct or reporting of research are not considered Investigators for purposes of COI. In addition, staff or trainees who merely implement a protocol developed by an Investigator or enter data into an electronic data capturing system are also not considered Investigators for purposes of COI.

Any individual required to complete Conflicts of Interest Training must also complete and submit a [Conflicts of Interest Disclosure Form](#).

Click here for Research Compliance Training

NOTE - A USER ID IS REQUIRED TO LOG INTO THE RESEARCH COMPLIANCE TRAINING COURSE. TO OBTAIN YOUR USER ID - PLEASE CONTACT THE OFFICE OF COMPLIANCE & AUDIT SERVICES AT (718) 270- 4033

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.

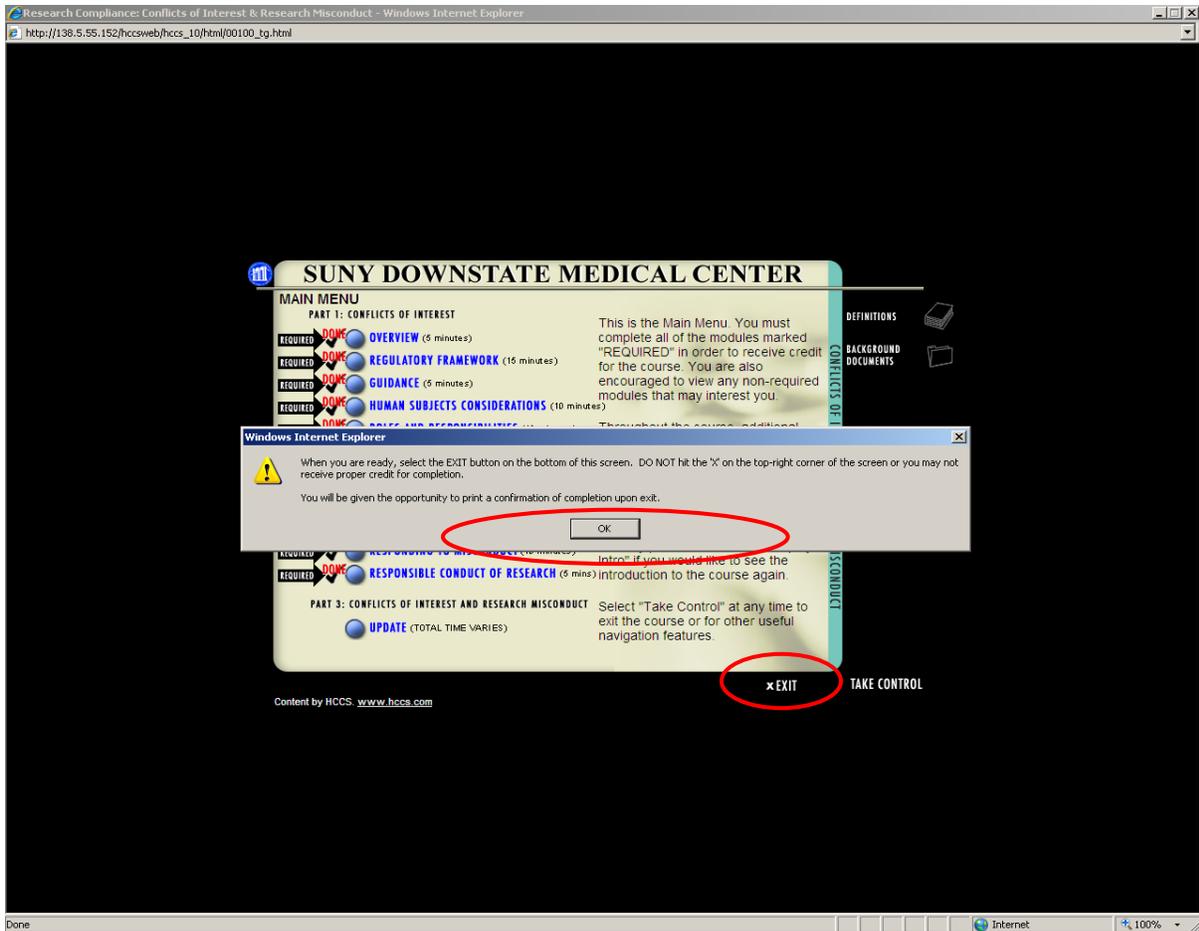
6. You will be asked to select **Curriculum Track**.

- **Select the applicable area**
- **Enter callback phone/ fax number and email address**

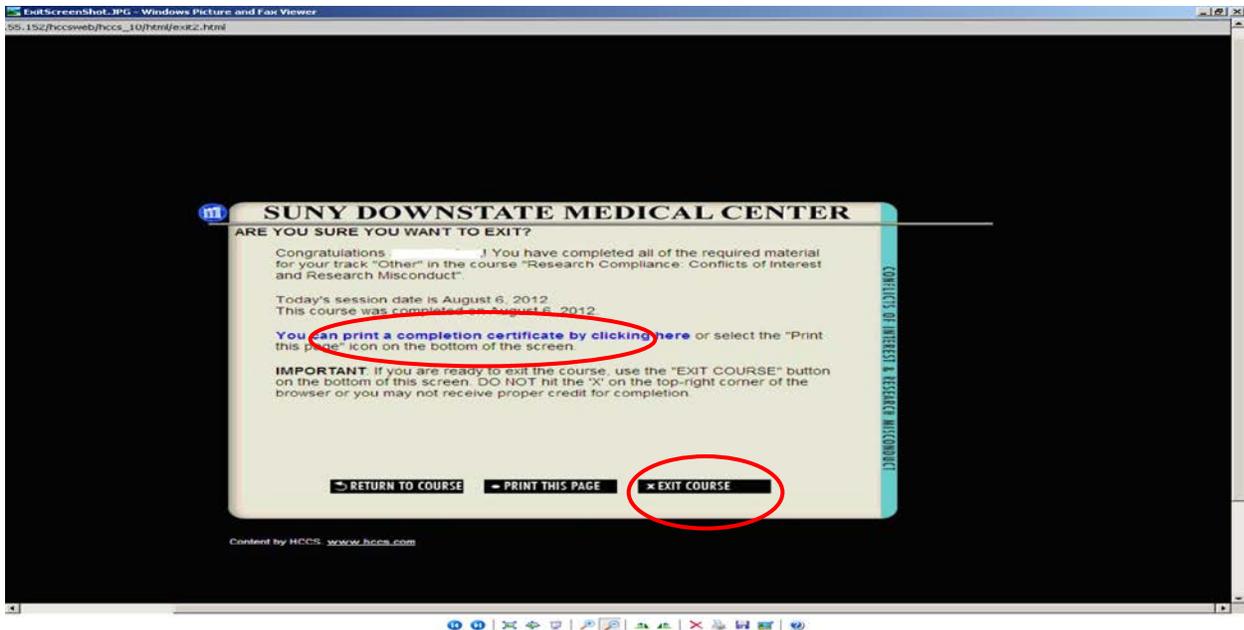
7. Click on **Continue** until you begin the program.

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).

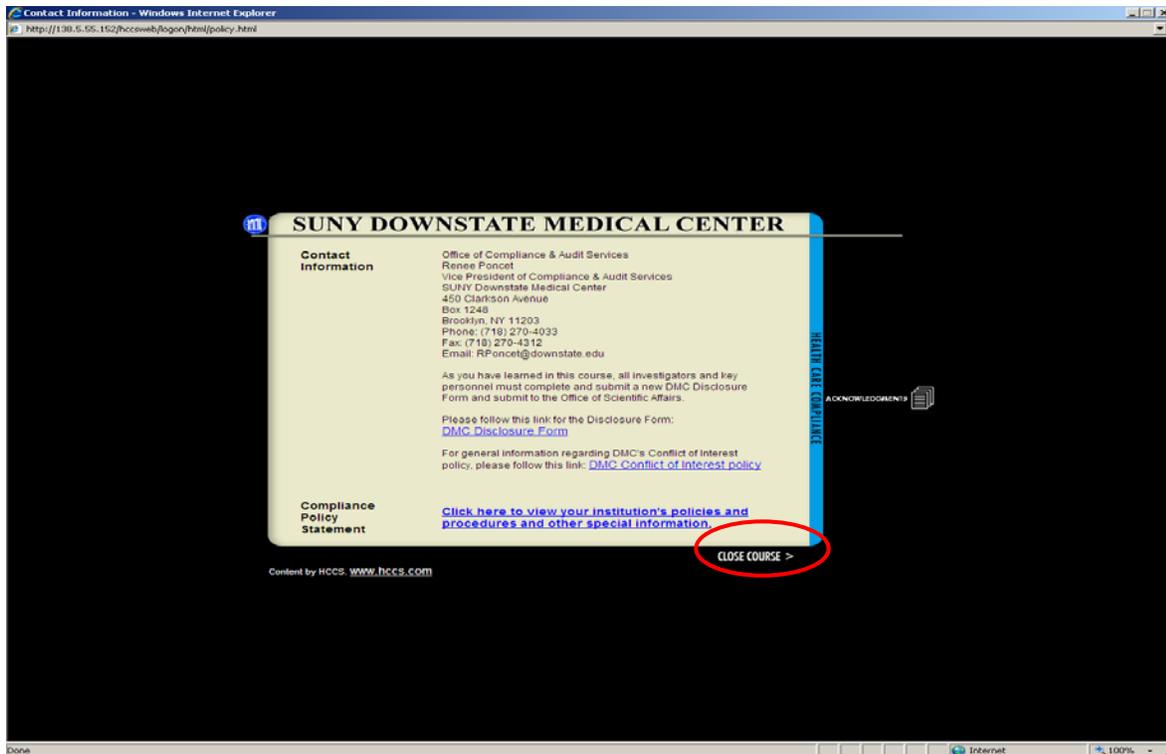
9. Upon completion of the program, a pop-up screen will appear that says, “Congratulations! You have finished the program.” If you do not get this message, you have not completed all of the required sections. After you receive this message, make sure to exit out of the program properly. The server will upload your information and notate you as complete.



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- 4033/ 2095.