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| |  | | --- | | As faculty members and employees of New York Medical College (NYMC) or individuals participating in research at NYMC, you are required to complete the Collaborative Institutional Training Initiative (CITI) Program courses available through your affiliation with NYMC.    **All NYMC faculty and staff**  All faculty and staff are required to complete the online “Conflict of Interest” course available through the NYMC CITI account in addition to filling out the Mentor Disclosure Form for conflicts of interest and commitment that was rolled-out in early January.  **Individuals participating in NYMC research**  All persons conducting research under NYMC auspices are also required to complete two new online trainings that have been added to the required CITI-sponsored courses: “Beginner’s Guide to Being a Sponsor-Investigator” and “Cost Allowability on Federally Sponsored Awards.”  It is absolutely essential that everyone understand the legal and ethical constraints we work within. No matter what kind of research you conduct and regardless of your level of participation, you must complete the courses. Whether you conduct human subjects research, whether you are funded or not, whether you are a principal investigator or on a research team in another capacity, this requirement applies. Even if you already completed the CITI “Conflicts of Interest” and “All Research Personnel – Basic” training, you still need to do these new CITI courses.  **How To Enroll in a Course**  **Go to** [www.citiprogram.org](https://urldefense.com/v3/__http:/www.citiprogram.org__;!!HoV-yHU!-sgX70ymFqVg-jhr1_-OABKcEfHzepD_8bYBEfosmMsv759RscZe_64ps2uHpcFRB5DudEE$) to complete the required courses. If you are not registered, follow the CITI – Learner Registration instructions on the website. Choose New York Medical College to Affiliate with an Institution. If you are already registered, click Add a Course, answer the questions and select requirements as appropriate. Be sure to use the same email address for CITI as you use for Mentor. Mentor will automatically upload the completion reports. Nevertheless, you should download and save the completion certificate when you have completed each training.  **Conflicts of Interest**  There are three modules included in this course and evidence of completion consists of completing the quizzes at the end of each module.  **A Beginner’s Guide to Being a Sponsor-Investigator**  This webinar introduces the role of sponsor-investigator in a clinical trial and regulatory and study management responsibilities. Evidence of completion will consist of watching the webinar and uploading the certificate of completion.  **Cost Allowability on Federally Sponsored Awards**  This webinar explores the allowability of expenditures charged to federally sponsored projects. While focused on federal rules, the webinar is relevant to other funding sources as well. Evidence of completion will consist of watching the webinar and uploading the certificate of completion.  Please contact the Office of Research Administration at [ora@nymc.edu](mailto:ora@nymc.edu) if you have any questions. |  |  | | --- | |  | |