



University Research Compliance

Oklahoma State University

www.research.okstate.edu

TITLE: Conflict of Interest Committee Member & Staff Training

DEPARTMENTAL POLICY NUMBER: COI-101

REVISION NUMBER: 1.0

POLICY DATE: 8/20/2026

A. PURPOSE

Oklahoma State University Conflict of Interest Committee (COIC) members and staff are responsible for reviewing conflict of interest disclosures, management plans and other tasks as determined.

The Research Conflict of Interest Officer (RCIO) and at least three (3) members of the Oklahoma State University faculty, staff or administration with relevant background or expertise will be appointed by the Vice President for Research (VPR). The VPR will select a tenured OSU faculty member to serve as the Chair of the Committee.

This policy establishes the criteria that must be met for the Oklahoma State University (OSU) Conflict of Interest Committee (COIC) training requirements. OSU COIC members should be fully knowledgeable of current Conflict of Interest (COI) policies and guidelines to ensure that they are able to fulfill their responsibilities and duties as a member of the OSU COIC.

The Collaborative Institutional Training Initiative, also known as the CITI training program, is the on-line training program that OSU uses to fulfill and document federal training requirements.

B. SCOPE

This Policy/SOP applies to all COIC members.

C. DEFINITIONS

Conflict of Interest/Conflict of Commitment training COI/COC- COI/COC training is required to be successfully completed every three (3) years on the CITI Program. This training is required every two (2) years for U.S. Department of Energy sponsored funding.

Disclose/Disclosure: An attestation to provide relevant, complete, and timely information about financial interest related to a research project to parties internal or external to the institution to ensure full awareness of potential conflicts and institutional efforts to address them. Disclosure is required annually or within 15 days of a change in status or becoming aware of a potential conflict.



University Research Compliance

Oklahoma State University

www.research.okstate.edu

RCR-Responsible Conduct of Research Training-The RCR training is required to be successfully completed every three (3) years on the CITI training program. The CITI training fulfills federal training requirements.

RST-Annual Combined Research Security Training-The RST training is required to be successfully completed every (1) year on the CITI training program. This CITI training is required for all federal proposals and awards and fulfills the federal training requirements.

D. ROLES AND RESPONSIBILITIES

The COI Manager or designee is responsible for monitoring and assigning all required training for COIC members and COI disclosure reviews on OneAegis.

E. PROCEDURE

1. Training Requirements
The RCIO, the COI Manager and the COIC Chair shall establish training requirements for all COIC members.
2. Training Content and Methods
COIC members must complete the required CITI COI training modules as well as updates in federal regulation pertaining to COI as they occur.
3. Continuing Education
COIC members are encouraged to attend any workshops, webinars and other educational opportunities related to COI topics. COIC members are required to complete and update their training as required.
4. Documentation
Training will be documented through the CITI training program. The COI Manager will provide notifications and reminders for COIC members training.

F. REFERENCES

- Oklahoma State University Policy and Procedures titled *Conflict of Interest in Sponsored Programs*, 4-0130 December 2020
- Oklahoma State University Policies and Procedures titled *Requirements for Training in the Responsible Conduct of Research (RCR)* 4-0201 November 2009
- America COMPETES Act of 2022 (Section 7009 and Section 10634) (42 U.S.C § 19234)
- NSPM-33
- CHIPS & Science Act (Section 10337)
- CITI Program



University Research Compliance

Oklahoma State University

www.research.okstate.edu

REVISION HISTORY

Date	Revision Number	Description of Changes
8/20/2026	APPROVAL	COIC APPROVAL