

## **LEAP Online Training Module**

On Sept. 6, 2016, the "COI-Promoting Objectivity in Research" module became available in LEAP Online. **This is mandatory online training** <u>renewable every 4 years</u>. Instructions on this process are found below.

## **Accessing the COI Training Module on LEAP**

To access the module:

- 1. Requesters should log into LEAP Online and click on "eLearning" at the top of the page.
- 2. Click on "Self Enrollment."
- 3. Look for the module name in the list "COI-Promoting Objectivity in Research-FY20" and click "Enroll."
- 4. Click the check box under "select all" and scroll down to select "Add Lessons"
- 5. Click on "eLearning" to see and select "My eLearning Lessons"
- 6. You will then be able to click on the module and complete the requirement.
- 7. Users must pass the test at the end of the module with a score of 80 percent or higher to fulfill training requirements.

If you have any questions, contact the COI Office or the Office of Research Compliance.