Research Security Training Requirements Effective October 2025

Research Security:

New federal training requirements focused on research security are effective as of October 10, 2025. Federal agencies have been collaborating to align these requirements. That shared effort has produced a single, 1.5-hour condensed training module that satisfies the following:

- NSF's research security training (effective October 10, 2025)
- DOE research training requirement already in effect.
- Note that NIH is expected to issue similar requirements for research security training in the coming weeks. See related training requirements below. The Office of Research will notify you as NIH and other federal agencies adopt this training requirement.

Action required now for NSF and DOE Investigators!

Prior to submitting a proposal, Principal Investigators and any other persons listed as senior/key personnel must complete the **Research Security Training (Combined)** module on the Collaborative Institutional Training Initiative (CITI) website. Any non-Tulane persons identified as senior/key personnel must either provide a completion certificate from their home institution's security training program or take the training here: https://www.secure-center.org/ctm

To complete the training, follow these steps on the CITI website:

- Returning users may log in at the upper right corner.
    - Note: If you are a new user, register for the training through the Collaborative Institutional Training Initiative (CITI) Program. To create an account in CITI, click on the *Register* button in the upper right.
- Under *Institutional Courses*, click *View Courses* next to Tulane University.
- At the bottom of the page, under *Learner Tools for Tulane University*, click on *Add a Course.*
- Page down and select *Research Security Training (Combined)*

- It is recommended that you save your training completion certificate in case it is needed during the one-year validity period. Be prepared to provide a copy of it to SPA if requested.

NIH Security Training

In advance of NIH finalizing a policy on research security training, it has issued Notice NOT-OD-25-133, which obligates grantee institutions to **reinforce the disclosure requirements** outlined in NOT-OD-21-073 (implemented in 2022).

Action Required now for NIH Investigators

All Tulane personnel proposed as Senior/Key Personnel on NIH applications or JIT documents must continue to:

- List *all* current academic/professional appointments (domestic & foreign, paid or unpaid, full-time, part-time, voluntary) on the *Biosketch* form.
- Disclose on the *Other Support* form, *all* resources related to your research, regardless of value or location (Tulane or elsewhere), including financial support, in-kind contributions (space, equipment, supplies, personnel), and consulting agreements involving research.
- Review the following materials that were developed in 2021 in response to NOT-OD-21-073. The requirements themselves have not changed since that time:
    - **SPA Presentation on Changes to the NIH Biosketch and Other Support Documents**
        - Powerpoint version
        - MP4 version

Thank you for your cooperation on this matter. Please contact Kathleen Kozar in Sponsored Projects Administration (kkozar@tulane.edu) if you have any questions.