

Research Security Training Requirements

In accordance with [National Security Presidential Memorandum 33](#) and the [CHIPS and Science Act of 2022 \(P.L. 117-167\)](#), federal funding agencies are requiring senior/key personnel to certify in each proposal that they have completed research security training within one year prior to proposal submission, effective as of the following dates.

- [Department of Energy](#): for proposals submitted on or after **May 1, 2025**
- [National Science Foundation](#): for proposals submitted on or after **October 10, 2025**
- [National Institutes of Health](#): for proposals submitted on or after **January 25, 2026**
- [U.S. Department of Agriculture](#): specific timing TBD
- Other Agencies: TBD

IMPORTANT: Training is required prior to proposal submission and thus proposals will not be submitted if this training requirement has not been met.

For any questions related to these requirements or the training, please contact rescomply@vcu.edu.

To complete the training:

VCU has deployed the [Research Security \(Combined\)](#) training module in CITI. To take this training, you will need to add the course to your CITI account.

1. Log in to your [CITI Program Account](#).
 - a. Click “LOG IN THROUGH MY ORGANIZATION” (the middle option).
 - b. Enter “Virginia Commonwealth University” and select it from the drop-down menu.
 - c. Click “Continue to SSO Login/Instructions” and enter your University ID and password.
 - d. Follow any additional prompts to finish logging in to your account.



2. Once you've logged in, go to the “My Courses” tab.
3. At the bottom of the page, click “Add a Course.”

Learner Tools for Virginia Commonwealth University

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

4. This page will include the ability to add any training module in VCU's entire CITI suite of training. You do not need to answer each question on this page. You can go directly to Research Security and select the first course - Research Security (Combined). As this is a continuing training requirement, in future years, the Research Security Advanced Refresher will be utilized.

Question 18

Research Security

Please select a Research Security from the options below:

- Research Security (Combined)
- Research Security Advanced Refresher

5. At the bottom of the page, click "**Submit.**"
6. Follow any additional prompts as needed.
7. After clicking Submit, you should see "Research Security (Combined)" under the Courses Ready to Begin section of your "My Courses" list.

Documenting Completion of the Training:

1. Individuals will generally not need to provide documentation of their training completion as VCU staff (both staff in the Division of Sponsored Programs and the Schools/Colleges) will be able to access training records for individual Funding Proposals.
 - a. If your funding agency or specific solicitation requires nuanced training requirements, it may be necessary to provide the Completion Certificate as part of the proposal process. If so, please upload the Completion Certificate to the RAMS-SPOT records.