



## OVERVIEW

This resource provides comprehensive instructions for Rutgers personnel and subrecipients to comply with National Institutes of Health (NIH) requirements regarding Other Support, Research Security, and the Malign Foreign Talent Recruitment Program (MFTRP) Prohibition. It details the mandatory administrative actions and documentation required for the submission of Just-in-Time (JIT) information, Research Performance Progress Reports (RPPR), and new proposals.

## IMPORTANT

**PI:** Principal Investigator

**DA:** Department Administrator

**Training Completion Validation:** Must be within 12 months of Submission Date.

**Non-Compliance Consequence:** Research and Sponsored Programs **WILL NOT** submit the Just-In-Time (JIT) or Research Performance Progress Report (RPPR) if all requirements are not met.

**Annual Update:** Applies both to Rutgers and Subrecipient PIs, CoPIs and Senior/Key Personnel.

**Where to List Personnel:** RAPSS Section 2.0 of FPs and AWDs. This section must include ALL personnel involved with the project and their roles in the project.



NIH Notices Related to Other Support	What Must you Do?			RSP GS Responsibility
	Rutgers PI, CoPI, Key Personnel	Rutgers PI or Rutgers DA	Subrecipient PI, Co-PI, Key Personnel	
<ul style="list-style-type: none"> <li>Other Support <a href="#">NOT-OD-25-133</a></li> <li>Effective Date: 10-01-2025</li> <li>Required for: IT and RPPR (for existing AND new awards)</li> </ul>	Completes Research Security Training via <a href="#">Rutgers Collaborative Institutional Training Initiative (CITI Program)</a> within past 12 months of submission date.	Ensures all individuals participating in the project are listed in RAPSS FP (JIT) or AWD (RPPR) in Section 2.0 with their appropriate roles designated in RAPSS.	Completes the Research Support training at their own institution.	Verifies training in <a href="#">Rutgers Collaborative Institutional Training Initiative (CITI Program)</a> prior to submission.
		Collects Subrecipient(s) signed <a href="#">NIH Other Support Disclosure Certification Statement Form(s)</a>	Subrecipient must submit a signed <a href="#">NIH Other Support Disclosure Certification Statement Form(s)</a> signed by their AOR to the RU PI / DA.	GS reviews Subrecipient(s) <a href="#">NIH Other Support Disclosure Certification Statement Form(s)</a>
			One form is required per Subrecipient Entity.	If any of the above information is not available, RSP will not submit



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	Rutgers PI, CoPI, Key Personnel	Rutgers PI or Rutgers DA	Subrecipient PI, Co-PI, Key Personnel	
<ul style="list-style-type: none"> <li>• <b>Research Security</b> NOT-OD-25-154</li> <li>• <b>Effective Date:</b> 10-01-2025</li> <li>• <b>Required for:</b> RPPRs (for Existing AND New Awards )</li> </ul>	Completes NIH Research Security training via <a href="#">Rutgers Collaborative Institutional Training Initiative (CITI Program)</a> within past 12 months of submission date.	Ensures individuals are listed in RAPSS AWD (Award). Update Section 2.0 of the RAPSS smart form if needed.	Complete Research Security training with past 12 months of submission date.	Verified RU Individuals' training in <a href="#">Rutgers Collaborative Institutional Training Initiative (CITI Program)</a> prior to submission
	Signs Individual Certificate named "ResearchSecurities_ [Name].pdf"	Collects signed Individual Certificates for BOTH for RU AND for Subrecipient(s) individuals	Signs Individual Certificate named "ResearchSecurities_ [Name].pdf"	Ensures that ALL Individual Certificates are uploaded in the RPPR under Section G.1 are uploaded and signed
		Uploads Individual Research Security Certificates for ALL individuals in RPPR Under Section G.1	Submits all Subrecipient individual signed Certification forms to RU PI/DA	If any of the above information is not available, RSP will not submit



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<ul style="list-style-type: none"> <li>• <b>Research Security:</b> NOT-OD-25-154</li> <li>• <b>Effective Date:</b> 01-25-2026</li> <li>• <b>Required for:</b> New Proposals Submitted on or after 01-25-2026</li> </ul>	Completes NIH Research Security training via <a href="#">Rutgers Collaborative Institutional Training Initiative (CITI Program)</a> within past 12 months of submission date.	Ensures all individuals participating in the project are listed in RAPSS FP (proposals) in Section 2.0 with their appropriate roles designated in RAPSS	Completes Research Security training with past 12 months of submission date.	Certifies as the AOR on the SF-424 Cover Page that all Individuals comply with the Research Security requirement
	Signs Individual Certificate named "ResearchSecurities_[Name].pdf"	Collects signed Individual Certificates for BOTH RU AND for Subrecipient(s) individuals	Signs Individual Certificate named "ResearchSecurities_[Name].pdf"	Verifies RU Individuals' training in <a href="#">Rutgers Collaborative Institutional Training Initiative (CITI Program)</a> prior to submission.
		Uploads ALL Individual Research Security Certificates in SF-424 - R&R Other Project Info under "Other Attachments"	Submits all Subrecipient individual signed Certification forms to RU PI/DA	Ensures that ALL Individual Certificates are uploaded in the SF-424 R&R Other Project Information form under "Other Attachments" and is signed
		Ensures that each Subrecipient Commitment Forms is completed accurately	Completes Subrecipient Commitment Form and ensures that Question on Research Security is checked	If any of the above information is not available, RSP will not submit



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<ul style="list-style-type: none"> <li><b>Malign Foreign Talent Recruitment Program (MFTRP) Prohibition:</b> <b>NOT-OD-25-154</b></li> <li><b>Effective Date:</b> <b>01-15-2026</b></li> <li><b>Required for:</b> <b>New Proposals Submitted on or after 01/25/2026</b></li> </ul>	Creates SciENcv Biographical Sketch (certification on MFTRP is included)	Ensures individuals create Biographical Sketch Common Form in SciENcv	Creates SciENcv Biographical Sketch (certification on MFTRP is included)	Certifies as the AOR on the SF-424 Cover Page that all Individuals have been made aware and have complied with the responsibility regarding MFTRP prohibition
		Collects SciENcv Biographical Sketch Common Forms for BOTH RU AND for Subrecipient(s) individuals	Submits all SciENcv Biographical Sketches to RU PI / DA	Ensures that ALL SciENcv Biographical Sketches are uploaded in the SF-424
		Uploads SciENcv Biographical Sketches in the SF-424		If any of the above information is not available, RSP will not submit



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<ul style="list-style-type: none"> <li>Malign Foreign Talent Recruitment Program (MFTRP) Prohibition: NOT-OD-25-154</li> <li>Effective Date: 01-15-2026</li> <li>Required for: RPPRs (for Existing AND New Awards)</li> </ul>	Signs Individual Certificate named "MFTRP_[Name].pdf"	Ensures individuals are listed in RAPSS AWD (Award)	Signs Individual Certificate named "MFTRP_[Name].pdf"	Ensures that ALL Individual Certificates are uploaded in the RPPR under Section G.1 are uploaded and signed
		Collects signed Individual Certificates for BOTH for RU AND for Subrecipient(s) individuals	Submits all Subrecipient individual signed Certification forms to RU PI/DA	If any of the above information is not available, RSP will not submit
		Uploads Individual MFTRP Certificates for ALL individuals in RPPR Under Section G.1		