



Overview

This document provides Rutgers faculty, staff, and administrators with the necessary steps and requirements to comply with NSF research security training mandates to ensure uninterrupted proposal submission.

Compliance Overview

Mandate: All individuals designated as senior/key personnel on NSF proposals must complete research security training. This requirement is effective for all submissions as of October 10, 2025. Training must be completed within 12 months prior to the proposal submission date.

Important

Rutgers Research and Sponsored Programs WILL NOT submit proposals if any senior/key personnel have not met the training requirement.

Implementation Steps

- In Section 2.0 of the RAPSS Funding Proposal, list all individuals involved and identify those designated as Senior/Key Personnel.
- The PI/Co-PI is responsible for ensuring all senior/key personnel complete the training.

Accessing Training

- Training is available through the [CITI Program](#) licensed by Rutgers.
- Select the Research Security (Combined 1-Hour)
- The training is an annual requirement.
- If the course was completed within the last 12 months, it does not need to be retaken.

Subrecipient Requirements

- If a submission includes subrecipients, their PIs, co-PIs, and senior/key personnel must also complete research security training within 12 months of submission.
- The Subrecipient Commitment Form has been updated to reflect this mandatory certification.

Assistance

For technical issues or [CITI Program](#) access problems, contact the Rutgers CITI administrator at ofr_citi@research.rutgers.edu.