



FEDERAL RESEARCH SECURITY TRAINING REQUIREMENT NOW IN EFFECT

Federal funding agencies (e.g., NIH, NSF, DHHS, etc.) require **research security training** as of December 2, 2025. As of that date, all senior and key personnel named on proposals must complete the training before a proposal is submitted.

This training is now a mandatory part of **every submission**. Proposals cannot be submitted until all required personnel have completed the training, because the university must certify full compliance with this requirement at the time of submission.

SUBMISSION TIMING AND COMPLIANCE REQUIREMENTS

The University is using the CITI Program to meet the mandate. Completion of the research security course is required for all senior and key personnel listed on the proposals. Our office will track completion to ensure proposals or applications remain compliant and ready for submission. The initial certification is valid for one year, after which a refresher course will be required.

If you plan to submit, lead, or participate on any proposal:

- Complete the CITI Research Security course as soon as possible.
- Training must be completed before your proposal submission.
- Contact Grants and Sponsored Projects **EARLY** in the submission process for confirmation and support.

REQUIRED STEPS FOR COMPLETING RESEARCH SECURITY TRAINING

1. Go to the CITI Website at www.citiprogram.org.
2. Register or Log In:
 - **New users:** select 'Register'
 - Enter Fairleigh Dickinson University in the 'Select Your Organization Affiliation' search box and affiliate with Fairleigh Dickinson University.
 - Check the agree and affirm boxes indicating your agreement.
 - Select 'Create A CITI Program Account'.
 - **Returning Users:** select 'Log In' and enter your username and password.
3. Select 'Add a Course'.
4. Select 'Research Security Training (Combined)'.
5. Begin the course and complete all modules.

NEED HELP?

For more information, please contact the Office of Grants and Sponsored Projects at research@fdu.edu