



Office of Grants and Sponsored Programs

October 10, 2025

Research Security Training Requirement for Federal Proposals Effective October 10, 2025

Beginning October 10, 2025, Olin College will implement a new requirement in response to updated federal agency policies, including those from the [National Science Foundation \(NSF\)](#), [Department of Energy \(DOE\)](#), and [National Institutes of Health \(NIH\)](#). These agencies now mandate that all senior/key personnel listed on grant proposals complete research security training prior to proposal submission.

To ensure compliance, Olin College will require all covered individuals—Principal Investigators, Co-Principal Investigators, and other Senior/Key personnel—to complete the **Collaborative Institutional Training Initiative (CITI) Research Security Training** module before submitting any proposal to a federal agency. This applies whether Olin is the prime recipient or participates as a subawardee or subcontractor.

Completion of either the **Research Security Training** or **Research Security Training (Combined)** course within the 12 months preceding the proposal submission date will satisfy this requirement. Please note that the “combined” version is shorter and typically takes about one hour to complete.

To avoid delays in the proposal process, all required individuals must complete the training prior to submitting the Proposal Transmittal Form. The Office of Grants and Sponsored Programs will verify training completion as part of the proposal review. Proposals will not be submitted until all required training is confirmed.

Faculty members considering a proposal submission are encouraged to complete the Research Security Training in the early stages of proposal development to avoid delays in proposal submission.

We appreciate your attention to this important compliance matter and thank you for your cooperation.

Training instructions are on the next page.

To Complete Research Security Training:

1. Go to the **CITI Program's website homepage**.
2. Log in or register from the CITI homepage.

*If you do not have a CITI account, click "**Register**" then "**Select Your Organization Affiliation**", making sure to affiliate with Franklin W. Olin College of Engineering. Follow the steps to create an account. Where it states, "Which course do you plan to take?" select "**Research Security Training**".*

3. Click "**View Courses**" next to "Franklin W. Olin College of Engineering". Those who have participated in CITI training will see a list of their active and completed courses.
4. Scroll to the bottom of the page. Under "Learner Tools for Franklin W. Olin College of Engineering," click "**Add a Course.**" This takes you to the curriculum page.
5. Select "**I need to take the Research Security Training**" and then click "**Next**".
6. Select the first option: "**Research Security Training (Combined Course)**" and then click "**Next**". You'll see a message stating that you're now enrolled in the course.
7. To start the course, in the "Research Security Training (Combined)" box, click "**Start Now**". The course should take about one hour to complete.