



MEMORANDUM

TO: Faculty and Staff

FROM: Dr. Melissa Hodge-Penn, Interim Vice Chancellor for Research

DATE: October 24, 2025

SUBJECT: Mandatory Research Security Training Requirement – Effective October 1, 2025

Dear Colleagues,

As part of a federal initiative to strengthen research integrity and transparency, the National Science Foundation (NSF), in collaboration with the National Institutes of Health (NIH), Department of Energy (DOE), and Department of Defense (DoD), has implemented a mandatory **Research Security Training** requirement for all institutions receiving federal research support. This training went into effect on **October 1, 2025**, and applies to all Senior/Key Personnel listed on NSF and NIH proposals and awards.

Who Must Complete the Training?

- Principal Investigators (PIs)
- Co-Principal Investigators (Co-PIs)
- Senior/Key Personnel on NSF or NIH proposals or awards

Purpose of the Training:

- Promote transparency in the disclosure of Other Support, including active and pending support, affiliations, and in-kind resources
- Ensure compliance with federal disclosure policies
- Strengthen institutional accountability in research security

Training Access:

The NSF hosted Research Security Training module is available online and satisfies the federal requirement under NIH Notice NOT-OD-25-133. Access the training here:

<https://www.nsf.gov/research-security/training>



Next Steps:

Faculty members who are listed as Senior/Key Personnel on any NSF or NIH proposal or award must complete the training as soon as possible. Please complete the Qualtrics Survey, https://ncat.az1.qualtrics.com/jfe/form/SV_cGYhWU2lCUThjGC, send a copy of your certificate to the Office of Research Compliance and Ethics - rescomp@ncat.edu and retain documentation of completion for institutional records.

Questions regarding applicability, monitoring, or documentation should be directed to the Office of Sponsored Programs. We appreciate your attention to this important compliance matter and your continued commitment to research excellence.

Sincerely,

Melissa Hodge-Penn

Dr. Melissa Hodge-Penn, Interim Vice Chancellor for Research