

## Research Security Training: Administrative Process

This process document is designed to address Research Security Training (RST) requirements.

### General Notes for All Sponsors

- Training applies to all PIs, Co-PIs and senior/key personnel.
- Training must be taken within the 12 months prior to submission of an application or completion of Other Support forms. Training MUST be completed by all parties prior to submission. There is no workaround/latitude to allow training after submission.
- ORSP will enroll personnel in the training when they are notified of an upcoming submission, or an e-mail can be sent to [ORSPppd@marquette.edu](mailto:ORSPppd@marquette.edu) requesting enrollment.
- Marquette personnel MUST take training through D2L so that training can be recorded and tracked in Quali. Training takes approximately one hour.
- This is not the same as MU's Cybersecurity training, which is mandatory for all employees.

### National Science Foundation (NSF)

The NSF's Research Security Training (RST) requirement can be found at [Research Security Training | NSF - National Science Foundation](#). It is effective October 10, 2025.

### National Institutes of Health (NIH)

NIH has rescinded its RST requirement that was supposed to go into effect January 25, 2026. Marquette will implement RST training for NIH actions pending updated guidance.

**WHO** is required to take the training: ALL individuals identified as senior/key personnel on an application to the NSF or other sponsor mandating the training. This includes Principal Investigators (PI), Co-Investigators and any other individual who meets this [this definition](#).

**WHEN:** Identified individuals are required to take the training within 12 months prior to proposal submission.

### **PROCESS:**

#### **Identification**

Covered Individuals are identified as follows:

- Project Planning and Development (PPD) team or Grants Administration team identifies individuals when they are notified that a PI would like to begin work on a covered application.
- PIs may notify the Project Planning and Development team or the Grants Administration team if they would like to take the training in advance of preparing an application to a covered entity.

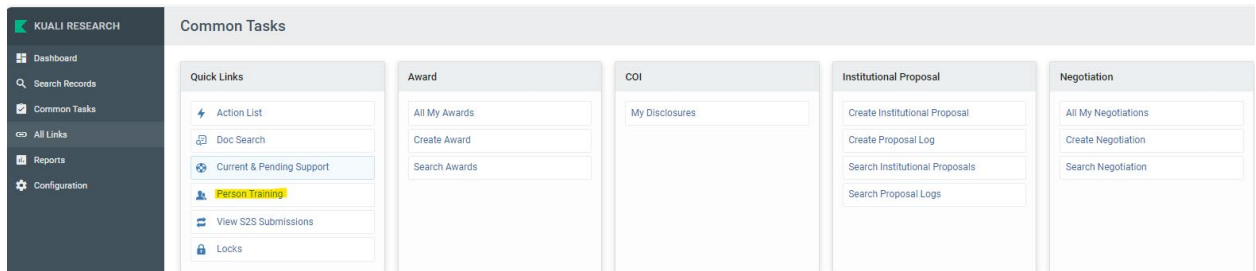
Senior/key personnel may send an e-mail to [ORSPppd@marquette.edu](mailto:ORSPppd@marquette.edu) to request that they be enrolled in the RST tutorial.

#### **Enrollment**

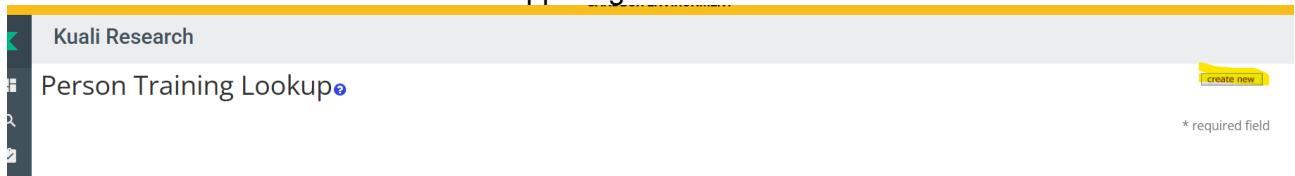
The RST tutorial can be found at <https://d2l.mu.edu/d2l/home>. The ORSP individual/team who is helping with the preparation of a proposal is responsible for ensuring that all covered investigators are enrolled and have completed the training prior to submission..

### New Investigator Enrollment – Not in D2L System

Upon identification of a new individual who must take the RST tutorial, the PPD team will complete a Person Training record in Kual. This is done by selecting Common Tasks -> Person Training.



Click on the “create new” button in the upper right corner.



The following data elements are then entered:

Person ID = Covered Individual  
Training = Research Security Training  
Date Requested = enter current date  
Comments = enter “RST training is required”  
Is Active = Add check mark  
Click Submit button at bottom of page

This will enroll the individual in the tutorial.

|                    |                                     |
|--------------------|-------------------------------------|
| * Person Id:       | <div><div></div></div>              |
| Training Number:   | 1                                   |
| * Training:        | Research Security Training          |
| Date Requested:    | 09/02/2025                          |
| Date Submitted:    |                                     |
| Date Acknowledged: |                                     |
| Followup Date:     |                                     |
| Score:             |                                     |
| Comments:          | RST is required for FY26            |
| Is Active:         | <input checked="" type="checkbox"/> |

Notes and Attachments (0)
show

Ad Hoc Recipients
show

Route Log
show

submit
save
blanket approve
close
cancel

### Renewal Investigator Enrollment

If an individual has already taken the RST tutorial, they will have continuous enrollment. When their training is close to expiring (30 days and five days from the expiration date), the system will send the individual an e-mail letting them know that they will need to retake the tutorial.

Once the enrollment process is complete, the Covered Individual will have access to the RST tutorial. Covered Individuals must complete the entire tutorial, which takes about an hour to complete. The Covered Individual will see their completion immediately in D2L and will be able to print a certificate of completion. Certificates should be saved by the Covered Individual on their own device as a .pdf and kept on file in case they need it in the future (e.g., if they are a subrecipient on an NSF non-collaborative grant application). The RST completion date will be recorded in D2L immediately and it will appear in Kuali by noon on the next business day.

### **Notifications**

Individuals who have taken the RST tutorial will receive a system-generated e-mail 30 days prior to the expiration date of their current training. The e-mail will note that they have 30 days until their current certification ends. The e-mail will also include the expiration date. Follow up e-mails will be sent at 5 days from the expiration date as necessary. ORSP will not take any additional action. **No notifications will be automatically sent after the five-day notification.**

If an individual has previously taken the tutorial and no longer needs to retake it, they will still receive the reminders. Notifications will not be activated for new users. They will need to successfully complete the tutorial prior to being able to submit their application.

### **Accessibility of Completion**

All ORSP staff have access to the Person Training information in Kuali and can view all training records there, including follow-up dates. All MU employees will be able to see their completed and upcoming training dates as well. **Note that Kuali will be updated after noon on the next business day with any D2L activity from the prior afternoon/evening.**

### **Other**

In rare instances, individuals who are not Marquette University employees may still need to take the RST training. They will need to complete the training at [Research Security Training | NSF - National Science Foundation](#) and provide the certificate to the PPD/Grants Administration team who will upload the certificate into Kuali prior to submission of the application. **ALL MARQUETTE EMPLOYEES MUST TAKE THE RST IN D2L.**

For audit purposes, no Person Training data will be deleted from D2L or from Kuali. There is no limit on enrollment and thus no purpose to delete.

In August of each year, the Executive Director of the Office of Research and Sponsored programs or their designee will review federal guidance and work with IT Services to ensure the most recent version of training is available or address any changes in training required by new federal regulations. It is recommended that a new instance of the training be uploaded annually.