Date: May 16, 2025

From: Stefani Buster, Director of the Office of Research and Export Control

To: UW-Madison Researchers

Cc: Project Directors, Project Managers

Re.: U.S. Department of Energy Research Security Training application requirement ([FAL 2025-02](https://www.energy.gov/sites/default/files/2024-10/FAL25-02%20Research%20Security%20Training%20Requirements%20%28CHIPS%29_0.pdf)[[1]](#footnote-1)) (Financial Assistance Letter (“FAL”))

Summary of Requirement:

Beginning May 1, 2025, Covered Individuals on grant applications to the U.S. Department of Energy (DOE) are required to complete and certify to completion of a Research Security Training module within the 12 months immediately prior to the application.

Covered Individuals[[2]](#footnote-2) are those individuals who contribute in a substantive way to the scientific development or execution of an R&D award, carried out with support from a federal research agency, and “includes principal investigators (PI); project directors (PD); co-principal investigators (Co-PI); co-project directors (Co-PD); project managers; and any individual regardless of title that is functionally performing as a PI, PD, Co-PI, Co-PD, or project manager”[[3]](#footnote-3).

*Note: “Status as a consultant, graduate (master’s or PhD) student, or postdoctoral associate does not*

*automatically disqualify a person from being designated as a “covered individual”[[4]](#footnote-4).*

Q1: Why is this training required?

The CHIPS[[5]](#footnote-5) and Science Act requires funding agencies to implement research training requirements. This requirement is the DOE’s implementation of that requirement.

Q2: Where can I find the training?

* The UW-Madison module is located here: [Research Security Program 2025 Training](https://www.talent.wisc.edu/Catalog/Default.aspx?CK=80774). (This program takes approximately one hour to complete).

Q3: Do I have to send something to RSP or RSEC once I have completed the training?

* No, completion records are accessible to the training module administrators.

Q4: Is there a cost for the training?

* No, the training is free to both the individual and university.

Q5: What happens if I do not complete the training prior to the application?

Failure to complete the required training in the timeframe required can result in the individual not being listed on the grant application, and therefore may be unable to participate in the research.

Please contact the Research Security & Export Controls Office (RSEC) and the Research and Sponsored Programs Office for questions.

Sincerely,

Stefani Buster, JD (she/elle)

Director of Research Security & Export Controls (RSEC)

Office of the Vice Chancellor for Research

1. Financial Assistance Letter Research Security Training Requirements for all R&D Financial Assistance Awards: <https://www.energy.gov/management/fal-2025-02-financial-assistance-letter-research-security-training-requirements-all-rd> [↑](#footnote-ref-1)
2. Refer to UW-Madison’s definition of a Covered Individual [here](https://research.wisc.edu/wp-content/uploads/sites/2/2025/05/Coverered-Individual-Definition-3_4_25-1.docx). [↑](#footnote-ref-2)
3. FAL Appendix 1 pg. 4 [↑](#footnote-ref-3)
4. FAL Section B. Definitions pg. 3 [↑](#footnote-ref-4)
5. [CHIPS & Science Act](https://science.house.gov/imo/media/doc/the_chips_and_science_act.pdf) [↑](#footnote-ref-5)