

Date: June 3, 2025

From: Research Security and Export Control (RSEC)

To: UW-Madison Researchers, Department of Energy (DOE) Principal Investigators and

PIs who have submitted DOE proposals within the last six months

Cc: Senior/Key personnel for DOE awards

Re: U.S. Department of Energy Research Security Training Application Requirement

Beginning May 1, 2025, Covered Individuals on grant applications to the DOE are required to complete and certify to completion of a [Research Security Training module](https://www.talent.wisc.edu/Catalog/Default.aspx?CK=80774) within the 12 months immediately prior to the application. This Department of Energy requirement is captured in the linked Financial Assistance Letter ([FAL](https://urldefense.com/v3/__https:/www.energy.gov/management/fal-2025-02-financial-assistance-letter-research-security-training-requirements-all-rd__;!!Mak6IKo!MNGBeysmvqXIURqoRUGs5zg12g0u02CPpUzqKlovP2xBx2clqdBMuC_HlLbgbrnuMa2TtXlCFIiTE6a6zV6TnPNLeg$)).

[Covered Individuals](https://research.wisc.edu/wp-content/uploads/sites/2/2025/05/Coverered-Individual-Definition-3_4_25-1.docx) 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” (FAL Appendix 1 Pg. 4). *A consultant, graduate (master’s or PhD) student, or postdoc may be designated as a covered individual and may be required to take the training.*

Q1: Why is this training required?

* The [CHIPS and Science Act r](https://www.congress.gov/117/bills/hr4346/BILLS-117hr4346enr.pdf)equires federal funding agencies to implement research security training requirements. This training is DOE’s implementation of that requirement.

Q2: Where can I find the training?

* The UW-Madison module is located here: [Research Security 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 the Research and Sponsored Programs Office (RSP) or the Research Security & Export Control Office (RSEC) once I have completed the training?

* At this time, please attach certificates to the FP record to RAMP to ensure the RSP Proposal Team will be able to verify training completion prior to proposal submission. In the future, the plan is to offer a look-up tool to verify completion.

Q4: Is there a cost for the training?

* No – the training is free for both the individual and the 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 render them unable to participate in the research.

Please contact RSEC and RSP for questions.

Sincerely,

Stefani Buster, JD (she/elle)

Director of Research Security & Export Control (RSEC)

Office of the Vice Chancellor for Research