

RESEARCH & INNOVATION

MEMORANDUM

Date: September 22, 2025

To: Faculty

From: Joseph A. Heppert, Vice President for Research & Innovation

Re: Required: CITI Research Security Training for Federally Funded Work

Many federal sponsors, including NSF, NIH, USDA and DOE, now require research-security training. If you are preparing, submitting or working on any federally funded project, you must complete the Research Security course through CITI. Training should take approximately one hour and should be completed prior to submission of the proposal. Failure to complete the training timely may delay or prevent submission of the proposal.

What to do:

- Log in to CITI ([CITI - Collaborative Institutional Training Initiative](#)) and complete the assigned "Research Security" course.
 - If it is not currently on your course list, please reach out to the Office of Export & Security Compliance (OESC) at exports.vpr@ttu.edu to add it.
- If you're already on a federal proposal/award and haven't taken the training, please complete it as soon as possible to remain in compliance.
- Download and send your certificate of completion to the OESC inbox or notify the OESC of your completion so they can retrieve the certificate. These will be filed and audited annually for renewals.

Who must complete it:

- All "covered individuals," including PIs, Co-PIs, and senior/key personnel on federal proposals or awards
- Researchers (including graduate students) contributing technical or scientific work on federal projects
- Anyone with access to sensitive research data, results or technology under a federal award

Questions or access issues? exports.vpr@ttu.edu. Thank you for helping keep our research secure and compliant.

