

UPDATED February 23, 2026

October 16, 2025

September 17, 2025

OSP and ORIA business process to ensure compliance with National Science Foundation (NSF) Research Security Training and NIH Other Support Training prior to proposal submission requirements**Updates:**

MasonLeaps Training Records have now been integrated into RAMP. This allows us to generate a report and search for faculty completion of the Research Security Training module. Therefore, the Pre-Award Process has been updated. Additionally, the Research Security Training in MasonLeaps has been updated with GMU-specific resources and information added at the end. This new training will replace both the NSF Research Security (Condensed) training and the International Collaborations training previously available in LEAPS.

Background:

On July 10, 2025, NSF released [guidance](#) to the Presidents of Universities and Colleges and Heads of other NSF awardee organizations related to research security training. Effective October 10, 2025, NSF will require research security training certifications from proposers and individuals identified as senior/key personnel by the proposer. Below are the two key Research Security training compliance requirements:

- each individual identified as a senior/key person must certify that they have completed the requisite research security training within 12 months prior to proposal submission.
- the Authorized Organizational Representative (AOR) must certify that all individuals identified as senior/key personnel have completed the requisite research security training that meets the requirements within 12 months prior to proposal submission.

[Senior/key personnel](#) include the individuals designated by the proposer/recipient organization and approved by the Sponsor, who contribute in a substantive, meaningful way to the scientific development or execution of a research and development project proposed to be carried out with a research and development award. There are two categories of senior/key personnel: PI and CoPI and faculty associate (faculty member) or equivalent.

Research Security Training Modules

The National Science Foundation's NSF, in partnership with the National Institutes of Health (NIH), the Department of Energy (DOE) and the Department of Defense (DOD), have provided four online research security training (RST) modules as a resource to awardee organizations. Subsequently, the NSF's Safeguarding the Entire Community in the U.S. Research Ecosystem (SECURE) Center developed an updated and condensed version of the four modules. The

condensed RST module is designed to meet the government-wide RST requirement in Section 10634 of the CHIPS and Science Act of 2022 (42 U.S.C. § 19234). To that end, NSF, NIH, DOE, DOD, and USDA all recognize completion of the SECURE Center’s condensed module as compliant with their respective RST requirements.

To meet this requirement, George Mason University has adopted the SECURE Center’s condensed version of NSF’s RST module, and has included university-specific resources and information at the end. This module takes approximately 60 minutes to complete. It has been added to MasonLeaps and is entitled: Research Security Training with ORIA as the provider. The Course can be found by logging into [MasonLeaps](#) and searching for the title. Once you log into MasonLeaps, you can click this direct link: [Research Security Training](#). Note, you MUST be logged into MasonLeaps in order for the direct link to work.

Pre-Award Process to ensure key personnel have completed training

To ensure compliance with the above requirements, OSP and ORIA have developed the following process for all NSF proposals. This process will also apply to all current and/or future proposals for the following agencies as of the effective dates below (based on current federal sponsor guidance as of 2/12/2026). To prepare for the upcoming requirements, we recommend that all PIs preparing to submit proposals to these agencies also complete the Research Security Training.

Agency	Effective Date	Policy or Notice Link
DOE	5/1/2025	FAL 2025-02
NSF	12/2/2025	Important Notice 149
USDA	12/31/2025	USDA General Terms & Conditions
NIH	5/26/2026	NOT-OD-26-017
NASA	8/5/2026	GIC 26-02

Agency requirements vary on which individuals are required to take the training. For a link to a table summarizing the current state of agency-specific research security training requirements, please refer to [ORIA’s Research Security Training page](#).

All proposal key personnel must complete the Research Security Training module before the proposal is submitted to OSP in compliance with the 4-day deadline. Therefore, the Research Security Training module should be completed no later than 6-days prior to the Sponsor’s deadline.

PRE-AWARD STEPS

- 1) For DOE, NSF, USDA, NASA, and NIH proposals (in accordance with effective dates), as EARLY AS POSSIBLE, College/Dept Research Administrator reviews RAMP and works with PI to identify key personnel and encourage key personnel to self-enroll in Research Security Training Module module through MasonLEAPS.
- 2) College/Dept personnel Review RAMP report entitled “**Completed Training by Person**” to identify whether key personnel have completed Research Security training Module in Mason Leaps
 - a. To locate reports, select: Grants/Reports/Custom Reports/Completed Training Report by Person (see Screen Shot)
 - b. Open Report, enter personnel last name. Identify correct key personnel by reviewing last name, first name, and college.
 - c. Review listed trainings completed and look for “Research Security Training” under Training Course Name and MasonLeaps under Training Content Source
 - i. If training listed, requirement met. Continue with next key personnel or action complete and make note in Comments. Comment should list the key personnel who HAVE completed training and how many remaining key personnel have NOT completed training, if applicable. If training NOT listed, requirement NOT met and continue to step 3.
- 3) If PI or any Mason key personnel have not completed training, College/Dept RA completes Research Security Training Compliance Ancillary Review to Kasey Lopez (klopez8) with the name(s) of key personnel who have not completed training. ORIA will assign the training to the key personnel in MasonLeaps
 - a. If it is within 4 days of Sponsor due date, skip the above. Make a note in comments and send email via RAMP to key personnel with CC to PI and Kasey Lopez. Include lack of training completion in Late Proposal request to ADR.
- 4) During Specialist Review, OSP Grants Administrator will check RAMP for list of key personnel and compare against RAMP report, as outlined above and in screen shots, and confirm that PI and all key personnel have completed training.
 - a. This step is important in the event any new personnel have been added since original reviews.
 - b. If there are one or more key personnel that have NOT completed training, OSP GA will including it in the review comments in RAMP **AND** email their Pre-Award Managers to advise them that there is an incomplete Research Security Training within 4 days of Sponsor due date.
- 5) OSP Pre-Award Manager follows up with PI and College Pre-Award Manager regarding status of training and advises that proposal cannot be submitted unless all key personnel have completed training.
- 6) If by day before Sponsor due date, all key personnel have not completed training, OSP Pre-Award Manager notifies OSP Pre-Award director to advise that proposal has personnel with incomplete Research Security Training.
- 7) OSP Pre-Award Director will notify PI, ADR, College CBO and Pre-Award manager that proposal will not be submitted unless 1) key personnel complete training ASAP and notify OSP that training complete; OR 2) that person is removed from proposal.

- a. If personnel removed, proposal can be submitted
 - b. If personnel complete training, the proposal can be submitted.
 - c. If neither occurs, OSP Pre-Award Manager notifies Pre-Award Director to raise to OREIE leadership to receive concurrence to not submit proposal.
- 8) OSP Pre-award Manager conducting AOR review will review comments to determine which key personnel have been checked; then will look in RAMP for list of key personnel to see if any new personnel added; and then compare against RAMP report, as outlined above and in screen shots, and confirm that PI and all key personnel have completed training.
- a. This step is important in the event any new personnel have been added since original or Specialist reviews.
- 9) For LOIs, if they are required to come through OSP, per the Mason policy, then they will complete a Research Security Training Compliance review. LOIs submitted by PI, with no OSP involvement, do not require a Research Security Training Compliance review until they are invited to submit full proposal.
- 10) If the proposal has subs, please request that the OSP of the subrecipient organization has confirmed that the PI, CoPIs and key personnel of the sub have completed research security training that meets the NSF, NIH, USDA, NASA, or DOE requirements.
- a. For all Mason subrecipients, please have them include the following in their cover letter providing the organizational certification:

In accordance Section 10634 of the CHIPS and Science Act of 2022 (42 U.S.C. § 19234) and National Security Presidential Memorandum-33 (NSPM-33), I certify that all individuals identified as senior/key personnel have completed the requisite research security training that meets the requirements within 12 months prior to proposal submission.
- 11) The Proposal Review Responsibility Matrix includes a new OSP role for all NSF, NIH, and DOE proposals to review RAMP report to ensure that all key personnel have completed training.

SCREEN SHOTS NEXT PAGE

SCREEN SHOTS

1) Review RAMP report to identify Key Personnel

11. Program director / Principal investigator / Project lead / Fellow:

Chaowei Yang

a. If this is a fellowship, select the mentor:

b. Biosketch:

c. Other support: ?

12. * Responsible department / division / institute: ?

COS Dean Administration

13. Project personnel:

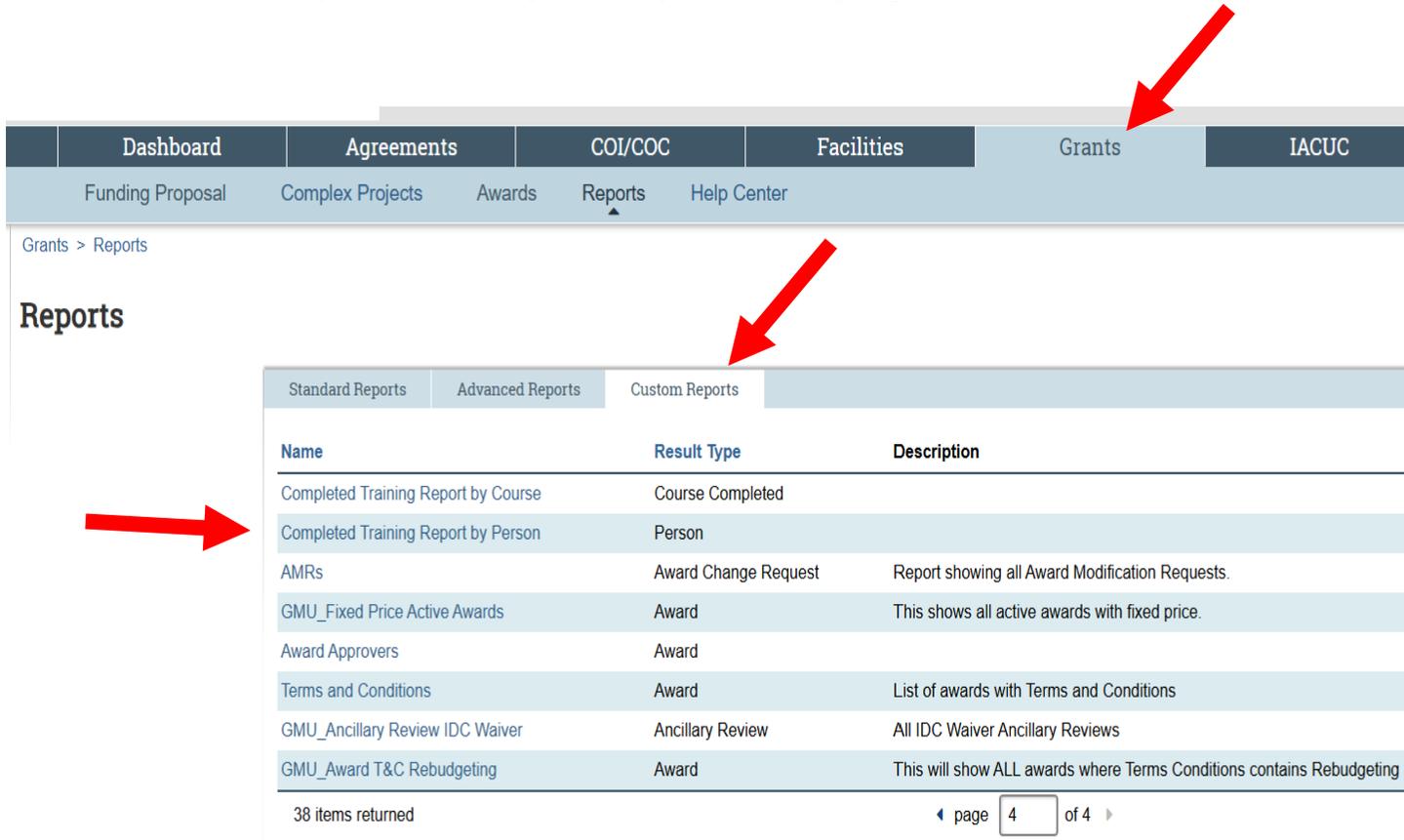
a. Add other institutional key, non-key or other significant contributor personnel: ?

Last Name	First Name	Key	Role
Ji	Wenyang	yes	Co-PD/PI
Smith	Jennifer	no 	Graduate Student

b. Add non-institutional key personnel: ?

Last Name	First Name	Key
There are no items to display		

- 2) Review RAMP report to identify whether key personnel have completed Research Security training in Mason Leaps
 - d. Grants/Reports/Custom Reports/Completed Training Report by Person



The screenshot shows a web application interface. At the top, there is a navigation bar with tabs: Dashboard, Agreements, COI/COC, Facilities, Grants, and IACUC. Below this is a secondary navigation bar with links: Funding Proposal, Complex Projects, Awards, Reports, and Help Center. The main content area is titled 'Grants > Reports' and 'Reports'. Under 'Reports', there are three sub-tabs: Standard Reports, Advanced Reports, and Custom Reports. The 'Custom Reports' tab is selected, displaying a table with the following data:

Name	Result Type	Description
Completed Training Report by Course	Course Completed	
Completed Training Report by Person	Person	
AMRs	Award Change Request	Report showing all Award Modification Requests.
GMU_Fixed Price Active Awards	Award	This shows all active awards with fixed price.
Award Approvers	Award	
Terms and Conditions	Award	List of awards with Terms and Conditions
GMU_Ancillary Review IDC Waiver	Ancillary Review	All IDC Waiver Ancillary Reviews
GMU_Award T&C Rebudgeting	Award	This will show ALL awards where Terms Conditions contains Rebudgeting

At the bottom of the table, it says '38 items returned' and 'page 4 of 4'.

3) Enter the PI's last name and click magnifying Glass. Repeat for each key personnel

Completed Training Report by Person

Filter by ? Last Name + Add Filter Clear All

Last Name	First Name	User ID	Training Course Name	Stage	Complete Date	Date Expired	Training Source	Department (L6)
Yang	Chi	cyang	Export Control Training		9/15/2023		MasonLEAPS	Physics and Astron Department
Yang	Chi	cyang	Export Control Training		9/27/2025		MasonLEAPS	Physics and Astron Department
Yang	Tianshu	tyang4	Export Control Training		9/17/2025		MasonLEAPS	Geography Geoinformation Sci
Yang	Tianshu	tyang4	Export Control Training		8/15/2023		MasonLEAPS	Geography Geoinformation Sci
Yang	Yong	yyang29	Export Control Training		9/6/2025		MasonLEAPS	Computer Science Department
Yang	Yong	yyang29	Export Control Training		9/3/2023		MasonLEAPS	Computer Science Department
Yang	Barry	hyang37	Group 1 Social & Behavioral Research	Basic	8/30/2022	8/29/2026	CITI	Education & Human Development
Yang	Chaowei	cyang3	Export Control Training		5/1/2023		MasonLEAPS	Geography Geoinformation Sci
Yang	Chaowei	cyang3	Export Control Training	Basic	5/26/2025	7/2/2027	MasonLEAPS	Geography
Yang	Chaowei	cyang3	Group 1 Social & Behavioral Research		7/2/2023		CITI	Geoinformation Sci Geography Geoinformation Sci

- 4) If training NOT completed, send Ancillary Review to Joel Thurston and state in the message: The following key personnel have NOT completed Research Security Training. Please assign to personnel in Mason Leaps. Proposal DUE X/XX/XXXX. Include Name and College.

Add Ancillary Review

1. * Select either an organization or a person as reviewer:

Organization:

Person: Kasey Lopez

2. * Review type:

Research Security Training Complia

3. * Response required?

Yes No [Clear](#)

4. Comments:

The following key personnel have NOT completed Research Security Training module (condensed). Please assign in MasonLeaps. This proposal is due 4/20/2025. Thanks. Jane Smith, Research Administrator, College of Science

5. Supporting documents:

Name
There are no items to display

* Required

5) Email to PI with CC'd about required training not being completed and providing the information that OSP will not be able to submit proposal if training not complete.

2. * Select at least one group of recipients:

- All team members
- All editors
- All readers
- Specialist

Select any other recipient for this email: (Only editors and readers have access to the funding proposal.)

First Name	Last Name	E-Mail	
Chaowei	Yang	cyang3@gmu.edu	✖
Kristine	Crassweller	kcrasswe@gmu.edu	✖

3. * Comments to be included in the email:

Dr. Yang, You have not completed the NSF required research security training module in MasonLeaps. Please complete as soon as possible and notify us when this training is complete. Otherwise, OSP will not be able to submit your proposal. Please let me know if you have any questions.

4. Supporting documents:

+ Add

Name
There are no items to display