

Research Security Policy and Procedures

Effective: October 1, 2025

Executive Summary:

To safeguard the U.S. research enterprise, certain federal grantmaking agencies, including the National Science Foundation (NSF) and the National Institutes of Health (NIH), now require mandatory research security training for senior/key personnel on federal research awards. This Research Security Policy and Procedures (this Policy) sets forth the roles and responsibilities for covered individuals to ensure that Barnard College meets these requirements.

Who is Responsible for this Policy:

The Sr. Director of Sponsored Research is responsible for implementing this policy and ensuring compliance.

Who is Governed by this Policy:

Research security training is required for all “Covered Individuals.” For purposes of this Policy, Covered Individuals are all individuals who contribute to the scientific development or execution of a project proposed to be carried out with an award from a Federal research agency in a substantive, measurable way, whether or not they receive salaries or compensation under the grant.

All senior/key personnel on a proposal or an award are Covered Individuals under this Policy. In certain circumstances, postdoctoral fellows or graduate students may also be Covered Individuals under this Policy. PIs should reach out to the Sponsored Research Office for clarification if they have questions about whether a postdoctoral fellow, graduate student, or other member of their research group qualifies as a Covered Individual.

Policy Statement:

Barnard College requires that all Covered Individuals on federal research proposals and active awards to familiarize themselves with the obligations described in this Policy and to follow the Procedures described below to complete training in Research Security.

Procedures:

To complete the required training, please take RASCAL [Course No. TC7550](#). Training takes approximately one hour.

RASCAL instructions:

1. Go to: <https://www.rascal.columbia.edu/tc/course/TC7550/courseOverview>
2. Login using your Columbia UNI and password.
3. Once you've logged in, a sidebar will appear on the left-hand side. Select "Take course."
4. After you've finished the training, you will reach a screen with a small checkbox next to your completed courses. Select the course and then click on the button at the top of the page that says "Generate Transcript."
5. Save the certificate of completion and email it to the Sponsored Research Office.

Timing and Frequency:

- **Pre-Award Requirement:** Training must be completed within the 12 months preceding proposal submission for both NSF and NIH funding.
- **Post-Award Requirement:** Senior/key personnel on active NIH awards must complete the training annually, such as before submitting an NIH Research Performance Progress Report (RPPR).

Certification and Documentation:

- **Individual Certification:** Senior/key personnel will be asked by the grantmaking agency to certify that they have completed the required training. Individual agencies will also have their own requirements for certification at the pre- and post-award stages.
- **Institutional Certification:** Barnard's Authorized Organizational Representative (AOR) will also be asked by the grantmaking agency to certify that all senior/key personnel on a proposal have completed the training. The AOR will not make this certification until confirming that there is a certification of completion on file with Sponsored Research for all senior/key personnel on the proposal in question. This means a delay in your training will directly impact the proposal's submission.

Related Policies and Documents:

[Important Notice No. 149: Updates to NSF Research Security Policies](#)

[Implementation of NIH Research Security Policies](#)

[NIH Announces a New Policy Requirement to Train Senior/Key Personnel on Other Support Disclosure Requirements](#)

Website for this Policy:

<https://barnard.edu/provost/research/funding-sponsored-research/forms-policies>