

# RESEARCH SECURITY “COVERED INDIVIDUALS” FORM

Principal Investigator:

Proposal  
Number:

Sponsor:

Project  
Number:

Project Title:

**Overview:** Federal agencies will begin requiring all “Covered Individuals” identified in a proposal to take research security training. We expect all other federal funding agencies to eventually mandate this training. However, as of April 2025, only the Department of Energy obligates it.

A “Covered Individual” is defined as anyone who contributes in a substantive, meaningful way to the scientific development or execution of a federally funded award and qualifies as a Covered Individual according to the relevant federal agency’s regulations. At a minimum, individuals identified as key personnel in a proposal qualify as a Covered Individual.

**Instructions:** Submit this completed form to UMKC’s Research Security Officer before submitting a proposal for funding from any of the following sponsors (directly or as flow through):

- Department of Energy

The table below should list all Covered Individuals for the project, including UMKC and non-UMKC personnel.

Covered Individual’s Name (first and last)	EMPLID (if applicable)	Affiliation and Job Title	Role on the Project

\*List additional Investigators on a separate attached page.

## PROPOSAL SUBMISSION REQUIREMENTS

**All UMKC Covered Individuals** must complete research security training within the 12 months before submitting a proposal.

**Non-UMKC Investigators** must UMKC's Research Security Officer at [export.control@umkc.edu](mailto:export.control@umkc.edu) to complete this training if their organization cannot provide it.

**PROPOSALS WILL NOT BE SUBMITTED UNTIL ALL COVERED INDIVIDUALS COMPLETE RESEARCH SECURITY TRAINING.**

Where can the training be completed?

Research security training is available online via CITI. The training will take approximately 1 hour to complete.

Responsibilities Of Covered Individuals

Covered Individual must complete research security training before proposal submission and annually if awarded.

How do individuals take training?

The Collaborative Institutional Training Initiative (CITI) Program's Research Security Combined training modules are accessible to UMKC personnel using single sign-on (SSO) authentication.

Log in to CITI's website: <https://www.citiprogram.org/>

From the CITI Program main page:

1. If you do not yet have a CITI account, you will need to Register via the **"Select Your Organization Affiliation."** If you do have a CITI account, you will **"Login Through My Organization."**
2. After registering or logging in, under **"Main Menu"** or **"My Courses"**, click the **University of Missouri - Kansas City "View Courses"** box to see the courses you are enrolled in.
3. Towards the bottom of the page, click **"Add a Course"**.
4. Select **"Research Security (Combined Course)"** and click **"Submit"** at the bottom of the page. Upon entering the course, the **"Grade Book"** will be displayed and track progress of module completion.

Before beginning the course modules, you will be prompted to complete the required **"Integrity Assurance Statement."** This statement certifies that you are the person taking the course.