

MEMORANDUM

TO: All Faculty, Staff, and Students Engaged in Sponsored Programs

FROM: Steven Taylor, Senior Vice President for Research and Economic Development

DATE: September 2, 2025

SUBJECT: Mandatory Completion of Responsible Conduct of Research (RCR), Research Security Training, ORCID Registration, and Conflict of Interest Disclosure by October 1, 2025



In accordance with federal mandates and Auburn University policy, all individuals engaged in sponsored programs activities — faculty, staff and students — are required to complete the following by **October 1, 2025**:

1. Responsible Conduct of Research (RCR) Training (required since August 2022)
2. Research Security Training (anticipated completion time – 1 hour)
3. Registration for an ORCID ID (**only required for individuals serving as Senior/Key Personnel**)
4. Completion of an annual AU Conflict of Interest Disclosure (required for all full-time employees since October 2019, with submission through Endeavor required since January 2024.) [if not already completed in 2025]

Failure to complete these requirements by October 1 will result in a pause in the submission of any extramurally-funded proposal for those involved until these requirements are met.

Federal Policy and Guidance

These requirements are grounded in:

- **National Security Presidential Memorandum 33 (NSPM-33)** and related guidance from the **Office of Science and Technology Policy (OSTP)**, which mandate research security programs at federally funded institutions.
- **Agency-specific mandates**, including:
 - **Department of Energy:** Research security training required for proposals submitted on or after May 1, 2025.
 - **National Institutes of Health:** Research security training required for proposals submitted on or after October 1, 2025.
 - **National Science Foundation:** Research security training required for proposals submitted on or after October 10, 2025.
 - **USDA-National Institute of Food and Agriculture:** RCR training required for all grant participants.

Auburn University Policy and Guidance

Per Auburn's [Office of Research Integrity & Compliance \(ORIC\)](#), all research personnel — regardless of funding source — must complete the **CITI AU Basic RCR Training for ALL Faculty, Staff, Postdocs, and Students** every three years. **This requirement has been in place since August 2022.** This includes:

- Faculty (including administrators)
- Staff (e.g., accountants, grant specialists, technicians)
- Students (graduate and undergraduate)
- Postdoctoral researchers

All full-time employees must complete a **Conflict of Interest (COI) disclosure** online annually via Endeavor ERA (<https://endeavor.auburn.edu/>). New interests, activities, or relationships must be reported in Endeavor ERA **within 30 days of acquisition**. Please visit <https://www.auburn.edu/administration/oacp/dicp/conflictinterest.php> for more information.

Additionally, Auburn's [Office of Research Security Compliance \(ORS\)](#) oversees the implementation of research security training in accordance with federal guidelines and [Auburn University's Policy on Research Security Program Compliance](#).

ORCID ID Requirement

All Senior/Key Personnel on Federal award (or proposing to Federal agencies) must register for an **ORCID ID**. These digital persistent identifiers (PIDs) are increasingly required by federal agencies, publishers, and research institutions to ensure transparency and interoperability in research systems. The Auburn University Libraries have a [webpage](#) dedicated to ORCID and can provide guidance as needed.

Compliance Instructions

- **RCR and Research Security Training:** Complete via the CITI Program at <https://www.citiprogram.org/portal?site=964>. Use your true auburn.edu email and not an email to ensure training credit. Required course is entitled "**Research Security Combined Course**."
- **ORCID Registration:** Visit <https://orcid.org> to create your ID.
- **Deadline:** All requirements must be completed by **October 1, 2025**.

For assistance, please contact:

- **RCR Training:** Karoline Austin (karoline.austin@auburn.edu) or Milly Tye (milly@auburn.edu)
- **Research Security:** Office of Research Security Compliance ([ORS Website](#))

- **ORCID ID:** Patricia Hartman, Auburn University Libraries, (pjh0011@auburn.edu)

Every member of our research community - faculty, staff, and administrators - plays a vital role in ensuring compliance with federal regulations and institutional policies. This shared commitment isn't just about meeting requirements; it's about positioning Auburn University to compete at the highest levels for federal funding. Thank you for your continued commitment to research integrity and compliance.

Sincerely,
Steven Taylor
Senior Vice President for Research and Economic Development
Auburn University