

## Office of Research

### Procedures

#### **Restricted, Proprietary and Classified Projects**

The Office of Sponsored Programs and Research Integrity (OSPRI) shall identify any proposal and/or contracts meeting the definitions below:

**Restricted** is defined as a project for which the sponsor requires a delay in the publication of the results in excess of 180 days, or a lesser time period prescribed by a campus, from the date of submission to the sponsor for review.

**Proprietary** is defined as project for which the sponsor imposes data ownership restrictions that limit publication of the results in excess of 180 days, or a lesser time period prescribed by a campus, from the date of submission to the sponsor for review.

**Classified** is defined as a project that bears a security classification from the federal government, such as top secret, secret, or confidential. Classified project restricts some or all of the results, procedures, and personnel working on the project under rules established by the agency for which the project is being conducted.

When a proposal, award, or other agreement meets any of the definitions above, OSPRI shall notify the Principal Investigator and/or contact person that a petition must be submitted to OSPRI. When possible, approval will be obtained prior to the formal submission of the proposal to the potential sponsor. In all cases, however, approval is required before acceptance of the agreement by the university.

OSPRI is the contact point for receiving the petition(s) and forwarding to the Associate Vice Chancellor for Research (AVCR). The AVCR, forwards to the faculty Restricted, Proprietary and Classified Projects Committee (Committee) for review and recommendation. In situations, where there are 1) no un-tenured faculty members involved or 2) students participating as part of degree requirements, the AVCR may approved without consultation with the Committee.

#### **Approvals:**

##### **Restricted and/or Propriety:**

Based on the Committee's recommendation, the AVCR will approve or deny the petition and notify the petitioner and OSPRI. If approved, OSPRI may proceed with submitting the proposal and/or accepting the award or other agreement.

**Classified:**

The AVCR shall receive the Committee's recommendation and forward the petition and recommendation to the Chancellor for a decision.

**Committee:**

The Committee is composed of three (3) faculty members appointed by the AVCR for three year, renewable, staggered terms.

**Annual Reporting:**

OSPRI collects required data from each PI and prepares an annual report for the AVCR and Provost/Executive Vice Chancellor for Academic Affairs.

Note: In the absence of the AVCR, the Provost/Executive Vice Chancellor for Academic Affairs will fulfill that role.