

## Office of Research

### Procedures

#### Restricted and Proprietary

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

**Restricted** relates to agreements that impose restrictions on who can participate in the project, or on the ability of the individual to share information about the project. This may include agreements that:

- restrain the University from disclosing the existence of a contract or grant, the identity of the sponsor or prime contractor, or the purpose and scope of the project;
- require pre-publication review of results beyond 90 days beyond the type of proprietary review described below;
- impose limitations on who in the university community may participate in the project (e.g., US citizens only).

**Proprietary** is defined as a project for which the sponsor imposes data ownership restrictions that limit publication of the results more than 90 days, or a lesser time period prescribed by a campus, from the date of submission to the sponsor for review.

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 and Proprietary 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.

**Committee:**

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

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