Office of Research

Procedures

Restricted, Proprietary and Classified Research

The Office of Sponsored Programs (OSP) shall identify any proposal and/or contracts meeting the definitions below, as outlined in the Administrative Policy Statement Number 1023:

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

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

OSP is the contact point for receiving the petition(s) and forwarding to the Associate Vice Chancellor for Research and Innovation (AVCRI). The AVCRI, as the delegate to administer research related policies, forwards to the faculty Restricted, Proprietary and Classified Research Committee (Committee) for review and recommendation.

**Approvals:**

**Restricted and/or Propriety research:**

Based on the Committee’s recommendation, the AVCRI will approve or deny the petition and notify the petitioner and OSP. If approved, OSP may proceed with submitting the proposal and/or accepting the award.

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**Classified research:**

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

**Committee:**

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

**Annual Reporting:**

OSP collects required data from each PI and submits the annual report to the Office of the President, though the Vice President for Academic Affairs.

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