

Rensselaer Data Warehouse Security and Access Policy for Research Data Mart

Philosophy

- Research information will be available to all individuals who need this information to perform their work.
- Research information promotes collaborations among faculty, departments, centers and schools.
- Research information enables Rensselaer leadership to prepare reports, carry out analyses, and perform strategic planning.

Criteria

Two criteria are used to define access to research information: *Who* (portfolio/office/position) has access to *What* information (proposals, awards, budgets, people)?

Who has access?

Access to Research Information is provided to the following individuals and offices:

- Faculty, Departments, Centers, Schools, Office of Research, Office of Finance, Provost, President.
- Portfolio owners, Department Chairs, Center Directors, and Executive Officers determine individuals within their organization who will be granted access.
- Additional offices and individuals may be granted access based on their role and responsibilities within Rensselaer.

What Information is accessible?

- **Proposal and award summary information:** Numerical and/or dollar amount aggregate information. This category permits the collection of statistical information such as the number of proposals submitted to NSF; or the dollar amount of awards received from NIH; or the number of research assistants in physics; etc. This summary information can be queried using the following query categories: sponsoring agency; department/school/center; research area; submission and award dates; interdisciplinary indicator; and cost sharing. No information will be made available that identifies individual people or specific projects.
- **Proposal and award information:** This information is typically provided on the cover sheet of a proposal or award. In addition to the summary information described above, it contains project title, name(s) of investigator(s), funding amount(s), human subjects, animal subjects, collaborating institutions, etc.
- **Award Financial Summary:** This information includes current award budgets, expenditures, encumbrances, and balances at the summary level with account breakdown such as equipment, travel, material and supplies, subcontracts, etc. No access to the actual detailed transactions will be available at this level.



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The following table summarizes the level of access granted to Faculty, Departments, Centers, Schools, and Executive Offices. Faculty will have access through web-based applications. All individuals with access privileges will receive appropriate data warehouse training.

	<i>Proposal and Award summary information</i>	<i>Proposal information</i>	<i>Award information</i>	<i>Award Financial Summary</i>
Faculty	All	Open to their own proposals	All	Open to their own awards
Departments, Centers, and Schools	All	Open to their own proposals	All	Open to their own awards
Office of Research Office of Finance Provost President	All	All	All	All

Access to Award Financial Details is governed by the 'Security and Access Policy for Finance Data Mart'.

Access to demographic information for individuals listed in proposals and awards is governed by the 'Security and Access Policy for Position Control and Labor Data Mart'.

Approved by:

Research _____ Date _____
Vice President of Research

Finance _____ Date _____
Vice President for Finance

DotCIO _____ Date _____
Chief Information Officer