

**Purpose**

To support timely and accurate preparation of Other Support (OS) documents, this policy establishes conditions under which limited staff within colleges and/or units may be granted access to Investigators Tableau Other Support reports.

**Policy****1. Eligibility**

- Access may be granted to a limited number of staff within each college or unit.
- Individuals must be directly involved in supporting research administration and Other Support preparation.

**2. Approval**

- Each individual must be formally approved by the unit's Associate Dean for Research (ADR) or equivalent.
- Approval will be documented and maintained centrally by CGS
- Requests, along with ADR approval, must be submitted to the CGS email for processing.

**3. Confidentiality**

- Staff granted access must sign a confidentiality agreement prior to receiving access.
- The agreement affirms the individual's responsibility to safeguard Other Support data, including pending submissions and sensitive research information.

**4. Scope of Access**

- Approved staff will have access only to Other Support reports for faculty within their own college or unit.
- Access will not extend to Other Support reports for faculty outside of their unit.

**5. Accountability**

- Each college or unit must maintain an up-to-date list of approved staff and confirm annually that the list is accurate.
- Any staff member with access is responsible for notifying Collaborative Grant Services (CGS) if they leave their position, so access can be removed.
- CGS will maintain the central access list to ensure compliance with this policy.