

 LEHMAN COLLEGE Office of Research and Sponsored Programs	Policy No. ORSP-002
Confidentiality Policy	Effective 1/01/2014

I. Policy Statement

The Office of Research and Sponsored Programs (ORSP) serves as the steward of internal and external grant proposals. Proposals may include proprietary or patentable information, which if disseminated may compromise the competitiveness of the principal investigator (PI). It is the policy of the Office of Research and Sponsored Programs that unfunded (internal and external) proposal documents will not be made available without written consent from the principal investigator. Successfully funded internal and external proposals become public and may be disseminated without consent as dictated by the sponsor and in accordance with the Freedom of Information Act (FOIA).

II. Purpose

In accordance with City University of New York and Freedom of Information Act guidelines, this policy serves to outline the measures taken by ORSP to protect proprietary information, while contributing to the body of knowledge inherent in the work of institutions of higher education.

III. Procedure

In order to request funded or unfunded proposal documents from the Office of Research and Sponsored Programs, an email must be sent to the Director. If approved, the project summary, project narrative, PI contact information, and award information (if applicable), will be released. Federal agencies typically make program information for funded projects available on their respective websites. To request federally funded proposal documents not published on the agency's website, you must submit a written request through FOIA.

For more information on how to make a FOIA request, visit <http://www.foia.gov/how-to.html>

VI. Implementation

This policy is applicable to all funded and unfunded, internal and external proposals submitted by Lehman faculty, staff, and students through the Office of Research and Sponsored Program. This policy is effective January 1, 2014.
