



POLICY STATEMENT 51 CONFIDENTIALITY IN SPONSORED PROJECTS

POLICY DIGEST

Monitoring Unit:
Initially Issued: May 12, 2003
Last Revised:

I. PURPOSE

To give notice of confidentiality of and identify persons who may have access to documents pertaining to sponsored projects in the Office of Sponsored Programs and/or the Office of International Development and to define the conditions under which that access may be granted.

II. DEFINITIONS

Documents Pertaining to Sponsored Projects: Documents in the Office of Sponsored Programs or in the Office of International Development including solicited or unsolicited proposals, grants, awards, and contracts, some of which contain information of a privileged or confidential nature as defined by LA R.S. 44:4(16) (Act 102 of the 1988 Reg. Session).

Administrative Officer: Any person duly appointed by the Board of Supervisors to carry out administrative functions of the University.

Custodian: The Director of the Office of Sponsored Programs is the custodian of documents maintained in the Office of Sponsored Programs. The Director of International Development is the custodian of documents maintained in the Office of International Programs.

III. CONDITIONS OF ACCESS

A person or entity wishing access to documents and/or records as defined above may request such access by making a specific request to the researcher(s) and custodian, and any other entity having a proprietary interest. Unanimity among all entities having a proprietary interest is required prior to release of information previously deemed confidential.

IV. SOURCE

PS-40 Confidentiality of Salary and Personnel Records of University Employees Privacy Act of 1974.

Memo dated October 21, 1988 from the Office of the President to Chancellors Re: Public Records Law - Exception for Higher Education LA R.S. 44:4(16).