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This guidance document addresses the use of Restricted Use Datasets (RUDS) at American University, whether funded by external sponsored research sources or not. This guidance document is a companion document to the [American University Policy on Academic Requests for Restricted Use Datasets for Research](#)¹.

Definition of Restricted Use Data Sets

Administratively, as the aforementioned AU Policy defines them, RUDS are data sets which can only be obtained by committing American University to comply with predetermined conditions. This definition reflects that the use of RUDS not only binds the researcher(s) to certain conditions, imposed by data providers and legal regulations, but also binds the university as an organization. Therefore, RUDS are data sets that are approved by the Vice President for Research.

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The steps for obtaining and using RUDS are typically:

1. The PI obtains information on the requirements for using a RUDS from the potential data provider. These requirements may include training or certification.
2. The PI contacts the office of the Vice Provost for Graduate Studies and Research regarding the intent of using the RUDS for their research project, includes the RUDS requirements, and describes the applicable physical space and computing resources (that the RUDS provider requires) already available to them. This may include secure office space only accessible to individuals to be named on the RUDS agreement with the provider, computing equipment that is not connected to a network and not visible from outside the office space, and safe storage for media (such as optical discs, magnetic tapes or drives, or flash memory) on which the RUDS is delivered by the provider. The particulars will always depend on the specific requirements for the use of RUDS, at the time, by the data provider.
3. The office of the Vice Provost for Graduate Studies and Research³ evaluates the feasibility of executing the RUDS agreement given current infrastructure (computing and space) capabilities, or resources that may be provisioned⁴ to meet the requirements, in coordination with other campus units as needed (such as OIT⁵, incl. Chief Information Security Officer; IRB⁶; University Library⁷; h@...@...). Based on this analysis, the Vice Provost for Graduate Studies and Research either approves and executes the RUDS agreement, or not. If approved:
 4. The secure space and computing environment (sometime also called ... maintained by the appropriate campus unit(s), and access is granted to the approved RUDS users, per the RUDS agreement. This setup may be temporary (only for the duration of this RUDS research project) or permanent (in any restricted-use data facility ... , but used by different projects over time).
 5. The PI, and any collaborators, conduct their research project with the RUDS as governed by the agreement, and report on progress to the RUDS provider and the office of the Vice Provost for Graduate Studies and Research as required by the agreement and AU policies.
 6. At the end of the research project, in coordination with requisite campus units specified in the agreement, the PI oversees either
 - 6.1. return of the RUDS to the provider, or
 - 6.2. wiping/destruction (on/of computer/delivery media) of the RUDS, as required