Lehigh University
Office of Research and Sponsored Programs Data Policy Statement
Date: 08 August 2018

Access to University financial data specific to research grants and contracts is controlled or limited for internal use in the same way that it is for all other University financial data. The Financial Manager, or responsible person, also referred to as the Principal Investigator (PI), is assigned when the grant fund is created. For some grant funds, one or more Co-PI's may also be assigned and given access and/or designated as authorized signer(s). In addition, Financial Administrators for the organization unit may be designated for access.

Access to financial information related to grants and contracts also follows the organizational structure of the University. For example, in academic areas, department chairs generally have access to financial data associated with their academic department or center. Deans and business managers within each college generally have access to all financial data associated with their college (including research grants and contracts).

Internal constituents include Financial Managers or Principal Investigators, Co-PI's, Department Chairpersons, Deans, Vice President for Research and staff, Provost, Financial Administrators, Office of Research and Sponsored Programs staff, and various offices within the Finance and Administration stem (e.g. Research Accounting, Controller, Payroll, Accounts Payable, Purchasing).

Personal or financial information is disseminated on a need-to-know basis:

External distribution of this information is required in the submission of research proposals and the management of research grants and is requested for internal reviews. Individuals associated with research proposals or grant awards are active participants in the preparation of material for proposal submission and are aware of agency guidelines which require the release of financial detail.

For internal access and distribution, employees are identified in Banner as being responsible for the specified colleges, departments or centers/institutes or are identified in Banner FRAPROP / Personnel as the Principal Investigator of a specific research proposal or grant award or who is designated in FRAGRNT to receive this type of data.

The Research Accounting office generates reports from Banner in response to internal or external requests for statistical information regarding sponsored projects, e.g. number of proposals submitted by a department, number of active awards, research expenditures for a given fiscal year, etc.

The Office of Finance & Administration Systems exports proposal and award data from Banner to Lehigh's faculty ePortfolio system, Lyterati. This information is used in the generation of annual faculty Professional Activity Reports (PARs).