

Coeus Data Access Guidelines

June 9, 2016

Overview

Coeus is UC San Diego's System of Record for all contract and grant data including proposals for extramurally funded research awards. This document defines access guidelines for data residing within UC San Diego's contracts and grants management system (Coeus).

Version History

Version	Date	Summary
5.0	6/3/2016	Adding verbiage for User Access requests
4.0	4/18/16	Finalized Version
3.3	11/17/15	Updates to Guidelines for For-Profit and Other Entities following Subcommittee meeting review
3.2	11/16/15	Minor updates to verbiage
3.1	11/05/15	Updates to document based on Executive Committee Meeting Notes
.7	10/05/2015	Finalized Access Policy, no changes requested by Reporting Subcommittee after 9/22/15
.8	10/20/2015	Final Incorporation of eRAP Steering Committee comments
.9	10/21/2015	Language modifications to Steering Committee comments
1.0	08/18/2015	Initial policy implementation document

Ownership and change management

The Coeus system is maintained by Information Technology Services (ITS) for the benefit of the campus community. Day to day management of Coeus and the data entered into the Coeus system shall be the responsibility of the Electronic Research Administration Program (eRAP) which shall work in close collaboration with the Office of Contract and Grant Administration (OCGA), Health Sciences Sponsored Projects Office (HSSPPO), SIO-OCGA, OCTA, OPAFS, and other campus stakeholders.

Ownership of the Coeus system is assigned to OCGA through UC San Diego's Vice Chancellor for Research and changes to these guidelines may be made from time to time by amending this document and will be effective upon approval from OCGA.

Definitions

Coeus	UC San Diego's contract and grant management system.
Data	All data elements contained within an information system including discrete fields and attachments.
System of Record	Data Management term for an information storage system (commonly implemented on a computer system) that is the authoritative data source for a given data element or piece of information. Coeus is UC San Diego's primary System of Record for contract and grant information.

Unfunded Proposal	A sponsored research proposal record representing an application by a principal investigator to a sponsor that has not yet been funded/awarded. This includes proposals that are ‘in progress’ and have not yet been submitted or awarded by the sponsor.
Principal Investigator	The Principal Investigator (PI) is defined as the individual judged by the University to have the appropriate level of authority and responsibility to direct the project or program supported by the grant or contract. The university may designate multiple individuals as PIs who share the authority and responsibility for leading and directing the project, intellectually and logistically.
For-Profit Entity	An organization which aims to earn profit through its operations and is concerned with its own interests and not those of the public (non-profit entities, foundations, government entities, etc.)
All Entities Other Than For-Profit Entities	The University defines <i>All Entities Other Than For-Profit Entities</i> as Federal, Non-Profit, State of California/Local Government, Foreign Universities, and University of California entities.
Data Access Level 3	Data that are required to be protected by applicable law or statute (e.g. HIPAA, FERPA, SB 1386, etc.) or, which, if disclosed to the public could expose the University to legal or financial obligations. A summary of data items covered by specific policies is available here: http://blink.ucsd.edu/sponsor/ora/RAIT/pii-data-identifiers.html
Data Access Level 2	Data that, if made available to, or used by an unauthorized 3 rd party, could cause harm to an individual or the university. This information is not restricted by local, state, national, or international statute regarding disclosure or use, but it is not intended for public dissemination and may only be released to individuals who have a legitimate business need to access it.
Data Access Level 1	Data that are available to all members of the UC San Diego community to fulfill institutional responsibilities. This data is not otherwise restricted by Federal, State, Local or UC statute or policy regarding disclosure or use.

Scope

The scope of these guidelines applies to all data entered directly into the Coeus system by users as well as data copied, backed up or otherwise extracted or exported from Coeus. Data from other Systems of Record that appear in Coeus are out of scope (e.g. Chart of Accounts data, user names, REMS Sponsor Data, payroll/personnel, etc.) and access to those data should have been defined by the relevant owner of those systems.

Assumptions & Risks

These guidelines assume Coeus users will follow all applicable [standard operating procedures](#), users will meet or exceed UC San Diego's [minimum standards for network security](#), and users will not inappropriately enter or store Data Access Level 3 data in the system.

Data Access Guidelines

All Coeus data not otherwise identified below are considered Data Access Level 1 data.

Proposals and Awards – For-Profit Entities

The following types of data are considered Data Access Level 2 when they are part of a proposal or award with a For-Profit entity:

1. Proposal abstract
2. Attachments that contain abstracts and protocols, contract terms, conditions and exhibits, or other detailed information about the research being proposed by the Principal Investigator(s), including detailed or itemized budget information

Proposals and Awards – Other Entities

The following types of data are considered Data Access Level 2 when they are part of an *Unfunded Proposal* to an entity that is not For-Profit:

1. Proposal abstract
2. Attachments that contain abstracts and protocols with detailed information about the research being proposed by the Principal Investigator(s)

After the proposal has been awarded, this data is considered Data Access Level 1.

Access to the Data Access Level 2 data defined above shall be restricted to those individuals who have a legitimate business need, as determined by OCGA, and have executed a Computer/Information Use And Security Statement¹ or other similar data access agreement.

Use of Coeus data for personal gain shall be considered misconduct and be referred to the appropriate department for investigation and disciplinary action.

Requesting Access to Coeus Data

All users wishing to request access to Coeus data must submit a *Coeus Data Access User Agreement*, which is subject to review and approval from Coeus' Data Owner. If you are a report developer/analyst and feel you have a legitimate business need to access Coeus data, please contact eraphelp@ucsd.edu for more information.

¹ <https://altng.ucsd.edu/extras/usestatement.pdf>

Approval

Name	Title	Date	Approval
Linda Collins	Assistant Vice Chancellor for Research, Director of Contract & Grant Administration	4/26/2016	