



To: Academic Chairs, Directors and Managers
From: Peter Schiffer, Anne Jarvis and Jim Matteo
Subject: Changes to authority to sign data use agreements (DUAs)
Date: October 1, 2024

Dear Colleagues,

In the continuous effort to enhance the efficiency and security of our data management processes, the University has updated its [Transaction Authority Policy](#) to include agreements covering the transfer, exchange, license and purchase of data (data use agreements).

Under the updated transaction authority, staff in three central administration offices have the authority to sign data use agreements (DUAs), defined broadly below.

1. Data transferred or exchanged in the course of research collaborations and sponsored programs falls under the purview of the Dean for Research.
2. Data licensed for broad University use is the responsibility of the Dean for Libraries.
3. Data purchases are governed by general or specialized procurement standards and are administered by Procurement Services.

Researchers and department staff/chairs may not sign agreements covering the transfer, exchange, license and purchase of data under the University's Transaction Authority Policy without prior review and approval of one or more of the above central administration offices.

By centralizing this authority, we ensure that all data-related activities, including transfer, exchange, licensing, and purchasing, adhere to legal, ethical, and organizational standards. This approach is crucial in preventing unauthorized commitments, protecting data security, and mitigating the risk of potential breaches or misuse of shared data.

Should you have any questions related to:

- Data supporting research collaborations or sponsored programs, contact Liz Powell, contracts manager in the Office of Research and Project Administration (ORPA) at liz.powell@princeton.edu.
- Data needed for the Library, contact Joe Marciniak, assistant director electronic resources management and strategies, Library Collections and Access Services, jm110@princeton.edu.

- Data purchases, contact Jean Durbin, contracts manager in Procurement Services, jdurbin@princeton.edu.

General questions related to Transaction Authority Policy can be made to Yoo-Kyeong Kudo, University Counsel, Office of the General Counsel, kudo@princeton.edu.

Thank you for your attention to this important matter. Your cooperation and adherence to the updated policy are vital to our continued success in fostering a secure and compliant research environment.

Sincerely,

Peter Schiffer

Dean for Research

Vice President for the Princeton Plasma Physics Laboratory

Class of 1909 Professor of Physics

Anne Jarvis

Dean of Libraries

Robert H. Taylor 1930 University Librarian

Jim Matteo

Vice President for Finance & Treasurer