

## **Council on Undergraduate Research (CUR) AI Use Policy for Staff and Volunteers**

At the Council on Undergraduate Research (CUR), we recognize the potential of artificial intelligence (AI) to enhance our work while maintaining our commitment to ethical and responsible use. Both staff and volunteers play a key role in leveraging AI effectively and responsibly. This policy outlines guidelines for the appropriate use of AI across CUR activities, ensuring that AI serves as a tool to enhance our work without compromising human oversight, creativity, or integrity.

### **1. Responsible AI Use**

AI can assist with a variety of tasks, including creativity, data analysis, and administrative support. However, it is essential that both staff and volunteers remain actively engaged in decision-making processes. The following areas highlight how AI can be applied at CUR:

- **Creativity:** AI can help generate ideas, identify patterns, and assist with problem-solving. However, AI-generated content should always be reviewed and edited to reflect your own judgment and perspective. AI-generated content must not be used without verification and personalization, and it should never replace human insight or originality.
- **Data Analysis:** AI is a powerful tool for processing and analyzing large datasets. Use insights from AI tools to inform decisions, but ensure the data is accurate, relevant, and up-to-date. Do not enter sensitive or confidential information (e.g., personal data, intellectual property, proprietary materials) into AI systems.
- **Process Automation:** AI can automate routine tasks, freeing up time for staff and volunteers to focus on complex issues. Ensure that AI-driven processes are carefully monitored and adjusted as needed to maintain accuracy, quality, and relevance.

### **2. Transparency and Accountability**

AI should be seen as a tool that complements human effort, not a replacement. Always be transparent about AI's involvement in your work, especially when generating content, summaries, or ideas. Both staff and volunteers must take responsibility for reviewing and validating any AI-generated outputs before presenting or using them in CUR activities. Plagiarism or passing off AI-generated work as solely your own is unacceptable.

### **3. Data Privacy and Security**

All staff and volunteers must handle data with care and attention to privacy. Never input sensitive data, including personally identifiable information (PII), into AI systems. Where possible, anonymize data to minimize privacy risks. Staff and volunteers must comply with relevant data protection regulations, including but not limited to GDPR and HIPAA.

### **4. AI Use in Meetings**

If AI tools are used to summarize meeting notes or take minutes:

- **Notification:** Inform all participants before the meeting that AI will be used to generate notes. Document consent in the meeting minutes. If any participant objects, AI should not be used.

- **Review and Accuracy:** AI-generated meeting notes must be carefully reviewed and edited for accuracy. Participants should have the opportunity to review and request any necessary corrections to the minutes.
- **Confidentiality:** AI should not be used in meetings where sensitive or confidential information is discussed (e.g., awards committee or nominations committee meetings). Always comply with data protection and confidentiality agreements.

## 5. Ethical Use and Bias Monitoring

AI outputs can sometimes contain unintended biases or misinformation. Both staff and volunteers should carefully monitor AI-generated content for these issues and make adjustments as needed to ensure fairness, accuracy, and inclusivity. Always maintain a human-in-the-loop approach, where human judgment is the final authority on any AI-assisted work.

## 6. Risk Awareness and Mitigation

Staff and volunteers must remain aware of the potential risks associated with AI usage, including IT security vulnerabilities, misinformation, and over-reliance on automation. If you encounter any AI-related issues or uncertainties, consult with CUR leadership or IT staff for guidance. Regular assessments and evaluations of AI usage will help CUR manage risks and maintain the integrity of its operations.

## 7. Continuous Learning and Adaptation

AI technology evolves rapidly, and CUR's AI use policies will be updated periodically to reflect the latest best practices, ethical standards, and regulations. Both staff and volunteers are encouraged to stay informed about AI trends and participate in training opportunities to improve responsible AI usage.

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## Conclusion

CUR is committed to responsibly leveraging AI to advance our mission while upholding the highest ethical standards. Your role as a staff member or volunteer includes using AI in a way that complements human judgment, fosters creativity, and respects privacy. If you have any questions or concerns about AI use in your work or volunteer activities, please reach out to a CUR staff member or supervisor.

Together, we can harness the power of AI to advance undergraduate research while maintaining transparency, responsibility, and integrity.

If you have any questions about meeting the guidelines of the policy contact CUR's Executive Officer.

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This updated policy applies uniformly to both CUR staff and volunteers and emphasizes collaboration, transparency, and accountability in AI usage. Questions about CUR AI policies or use should be directed to the National Office.

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