

Checklist – Research Management and Laboratory Practices

Project:

School:

Project Manager:

name

signature

Date:

| Protecting Confidential Information | Yes | No | N/A |
|--|--------------------------|--------------------------|--------------------------|
| Have all personnel – staff, students, visitors and external collaborators – who are involved in the project been briefed on the confidential aspects of the project? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Have all staff, students, visitors and external collaborators who are involved in the project been issued with, and signed off on, a confidentiality schedule? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Have all students, visitors and external collaborators who are involved in the project signed off on a confidentiality and intellectual property deed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are exit interviews conducted with all departing personnel who have had involvement in the project? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are written records made of exit interviews, which are signed off by the departing personnel? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are copies kept of all employment contracts, confidentiality and intellectual property deeds, and exit interview records? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is there a system in place for assessing the confidentiality of information? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Have all third party contractual obligations in respect of confidentiality been recorded and implemented? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do all personnel who have access to confidential information understand the importance of maintaining confidentiality? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Have employees and others been given training relating to what constitutes “publication” or “disclosure” of information? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has a system been established for vetting and approving drafts submitted for publication? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the length of time that information must be kept confidential been made clear to all relevant personnel? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is access to confidential information limited to only those who need it? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Have records been kept of who has access to, or holds, confidential information?