Section C:  Non-Financial Compliance Issues
Policy  C11: Public Request for Information

PURPOSE:
To establish a policy and procedure to assist university personnel when a member of the public sector requests information in regards to a sponsored program or other university program under provisions of federal or state law.

DEFINITIONS:
None

POLICY:
All public requests for information at the university, which is legally required to be furnished, must be reviewed by the Principal Investigator, University Communications and the General Counsel’s Office. This information may pertain to either sponsored programs and/or other university programs.

REFERENCES:
Florida Statutes Chapter 119 (relates to contracts only).
OMB Circular A-110, sub-part c, section 53.

PROCEDURES:
1. Upon receiving a public request for information, the applicant will be referred to the appropriate Research Administration (Pre-Award) Office
2. Research Administration (RA) will ask that the request be provided in writing.
3. RA will contact the appropriate university offices prior to releasing any information.
4. After reviewing the request and, if necessary, consulting with the offices as shown in the above stated policy, a decision will be made concerning the release of the requested information. A response to the applicant will be made by RA, unless the General Counsel elects to respond.