

## Policies and Procedures

SECTION: Sponsored Programs Administration	NUMBER: 2	
CHAPTER: Sponsored Programs Administration	ISSUED: 10/2011	REVISED: 3/2013
POLICY: Sponsored Programs Administration Privacy Policy	PAGE 1 OF 1	

### 1. POLICY

Because grant and contract proposals may contain proprietary information, such as specific salary data, it is the policy of Creighton University and Sponsored Programs Administration to treat all grant and contract proposals as confidential documents. Sponsored Programs Administration will not share copies of grant or contract proposals with Creighton personnel or with other institutions without explicit permission from the Principal Investigator or Program/Project Director. Likewise, any person who is involved in developing or reviewing a grant or contract proposal must treat the proposal as confidential and must not distribute copies of the proposal within the Creighton community or with other institutions without first obtaining explicit permission from the Principal Investigator or Program/Project Director.