University of Maryland, Baltimore
Artificial Intelligence (AI) Guidelines

The University of Maryland, Baltimore has created these Artificial Intelligence (AI) Guidelines to assist faculty, instructors, students, researchers, and administrators to use AI tools effectively and responsibly.

In the context of higher education, faculty and instructional support staff can leverage generative AI tools in various productive ways. One prominent use case is in course development and content creation. These tools can assist instructional designers and educators in generating engaging and interactive course materials, ranging from automated quizzes and assessments to case studies and customized learning modules. By automating the content creation process, generative AI tools enable educators to focus more on pedagogical strategies and personalized instruction for students.

Additionally, generative AI tools can enhance the student learning experience by providing adaptive and personalized feedback. They can analyze student responses and generate tailored feedback, highlighting areas of improvement and offering targeted suggestions. This individualized feedback not only supports students in their learning journey but also helps educators identify common misconceptions or knowledge gaps to inform their instructional practices.

Although the benefits of generative AI tools in higher education are promising, approaching their implementation with care is crucial. Ethical considerations, such as bias detection and mitigation, should be addressed to ensure fairness and inclusiveness. Furthermore, striking a balance between automated processes and human intervention is crucial to maintaining the personalized and humanistic aspects of education.

To whom do these Guidelines apply?

UMB has developed these AI Guidelines for faculty, staff, students, and affiliates to use generative AI tools appropriately and ethically,

Who developed these Guidelines?

The Offices of the Provost, Center for Information Technology Services (CITS), Office of University Counsel, and the Center for Health and Homeland Security (CHHS) developed this Guidance in collaboration with individuals in UMB schools and departments and with approval from the UMB President and Deans and Vice Presidents. UMB Schools, Centers, and other departments may publish more specific guidance on the use of AI to address certain situations or use cases, so long as they do not conflict with UMB's policies, procedures, and guidelines on the use of AI.

To what type of AI do these Guidelines apply?

These guidelines apply to all Artificial Intelligence, including Generative Artificial Intelligence.

In accordance with State law, "Artificial intelligence" (AI) is a machine-based system that:

1. can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments;
2. uses machine and human-based inputs to perceive real and virtual environments and abstracts those perceptions into models through analysis in an automated manner; and
3. uses model inference to formulate options for information or action.

Md. Code Ann., State Fin. & Proc. § 3.5-801(c).

"Generative artificial intelligence" (GenAI) is a subset of AI that uses machine learning models to create new content, such as audio, code, images, text, and video, based on patterns learned from existing data. These models can generate original and relevant outputs in response to user prompts. GenAI provides many value-added benefits, including:

1. **Content Creation**: GenAI can create various types of content, including text, images, music, and videos. GenAI can be used for writing articles, generating artwork, composing music, and creating realistic animations, which can save time and enhance creativity.

2. **Personalization**: GenAI can tailor content and recommendations to individual preferences. For example, personalized learning experiences, customized marketing messages, and individualized health advice can make interactions more relevant and engaging.

3. **Problem Solving and Innovation**: GenAI can assist in solving complex problems by generating new ideas and solutions through scientific research, product design, and even in developing new algorithms and models, pushing the boundaries of innovation.

Can UMB Schools, Centers, Departments develop more specific guidelines on the use of AI?

Yes. UMB Schools, Centers, and other departments may publish more specific guidance on the use of AI in accordance with UMB's Artificial Intelligence Policy to address certain specific issues or other use cases, so long as they do not conflict with UMB's policies, procedures, and guidelines on the use of AI. Schools, Centers, and other departments that wish to publish more specific guidance on the use of AI should consult with the Office of the Provost before adopting and publishing guidelines.

How do I, as a member of the UMB community, use AI tools responsibly?

Use of AI should always be in alignment with UMB's Core Values: The Core Values of respect and integrity, well-being and sustainability, equity and justice, and innovation and

discovery guide our academic programs, operating philosophy, and commitment to our constituents, while supporting our dedication to global engagement and education.

Always maintain academic integrity. At UMB, we are collectively responsible for maintaining intellectual honesty and scholarly integrity, both of which could be compromised by presenting GenAI-generated content as one's own work. GenAI tools should not be used to fabricate, falsify, or misrepresent information, impersonate individuals, or generate deceptive content except when intentionally employed by instructors or researchers for pedagogical or research purposes in a controlled and ethical manner.

Use UMB-licensed AI tools whenever possible. UMB's licensed Generative AI tools (e.g., Copilot Chat, Copilot for Microsoft 365, and Cloudforce nebulaONE) include contractual data protection of University information. With appropriately licensed tools, all prompt data remains in a UMB-specific "tenant" and are not shared with others or used for training of AI models or product development. Moreover, UMB licensed tools adhere to institutional security and compliance requirements. If you plan to use generative AI systems that are not licensed by UMB for your personal use, you should not use your UMB account to do so. You should use your personal account in those cases.

Important: Never upload Sensitive/Restricted Data, which includes Personally Identifiable Information (PII) and Protected Health Information (PHI), into public AI systems. UMB confidential and sensitive data should only be uploaded into approved secure UMB sponsored AI systems.

Understand liability issues. If you have individually signed up for an AI account, you are personally responsible for what happens with that account. Unless you have signature authority, you are not authorized to accept click-through agreements using UMB credentials. Accepting click-through agreements using UMB credentials without authority may result in your own personal responsibility for compliance with the terms and conditions of the AI tool.

Understand data protection issues. UMB's licensed Generative AI tools provide extra layers of data protection that may not exist when using individually licensed tools. Do not use University data, except for data classified as "Public", with AI tools that have not been appropriately contracted and licensed with the necessary data protections as these data could be exposed and made available to others on the Internet and/or used to train AI models.

Acquire AI tools through established UMB processes. Employees can contact UMB's office of Strategic Sourcing and Acquisition Services to obtain approval for software and hardware purchases, including AI tools. Requests to use generative AI systems for official UMB use must go through the standard contracting and procurement processes.

Are there UMB policies I must adhere to when using AI tools?

Yes, when using AI tools, UMB faculty, researchers, staff, students, and affiliates should follow applicable UMB policies, including the following:

- [III-1.00 USM Policy on Faculty, Student, and Institutional Rights and Responsibilities for Academic Integrity](#)

- [IV-3.20(A) UMB Policy on Intellectual Property](#)

- [IV-99.01(A) UMB Policy Regarding Ownership, Management, and Sharing of Research Data](#)

- [X-99.01(A) UMB IT Acceptable Use Policy](#)

- [X-99.06(A) UMB Data Classification Policy](#)

- [X-99.09(A) UMB Electronic Messaging and HIPAA Compliance](#)

- [X-99.15(A) UMB IT Privacy Policy](#)

- [X-99.16(A) UMB Protection of Confidential Information](#)

- [X-99.21(A) UMB Policy Regarding Cloud Computing and Confidential or Regulated Data](#)

What should I keep in mind when using AI tools?

Know that not all answers are accurate or appropriate. All AI generated content should be reviewed by a knowledgeable person before using or publishing in final form. AI tools sometimes provide "hallucinations", *i.e.*, misleading, or entirely false information erroneously presented as fact.

Consider the appropriateness of using AI generated content. Ensure that AI applications align with the principles of the University. If you, or the University, would suffer reputational harm if it became known that you used AI generated content for an assignment, task, official communication, etc. then AI should not be used. The potential benefits and risks of AI should always be carefully evaluated to determine whether AI should be applied or prohibited.

Be mindful of data bias potential. AI models are trained on large datasets that may contain biases in the data. These biases can result in biased, discriminatory, or false responses.

Be transparent. Individuals should be informed when AI-enabled tools are being used and/or when content has been generated with the uses of AI. Disclose when a work product was created wholly or partially using an AI tool and, if appropriate, how AI was used to create the work product.

Be knowledgeable in prompt engineering. Prompt engineering is the art of constructing prompts that produce relevant and accurate responses. Prompts that generate desired results after one or two iterations are more efficient and save resources – both time and money.

Be accountable when using AI generated content
The user of AI should endeavor to validate the accuracy of created content with trusted first party sources and monitor the reliability of that content. Users are accountable for their use of content created by AI and should be wary of misinformation and "hallucinations" (e.g., citations to publications or source materials that do not exist or references that otherwise distort the truth).

Be knowledgeable about patient privacy protection
It is not permissible under the Health Information Portability & Accountability Act (HIPAA) to share patient data in connection with open or public AI tools and services, such as ChatGPT. This is because, as currently configured, such open or public tools and services can use and share any data without regard to HIPAA restrictions and other protections. Therefore, individual patient data and patient data sets (even if deidentified) may not be exposed to open or public AI tools or services, absent institutional approval. UMB sensitive data should *only* be uploaded into approved secure UMB sponsored generative AI systems. Specifically, UMB's license for Copilot Chat, the M365 Copilot, and Cloudforce nebulaONE each offer Microsoft enterprise data protection and are designed to keep University data secure. Thus, sensitive data, including patient data covered under HIPAA rules can be put prompts when using these GenAI products.

Guidance for Instructors

May I incorporate AI into my teaching?

Instructors are strongly encouraged to establish a course-specific policy that defines the appropriate and inappropriate use of GenAI tools, fostering transparency and understanding between instructors and students. It will be at the course instructor's discretion to determine whether GenAI may be used, to what extent, and for which assignments and assessments. While there is faculty discretion, instructors are encouraged to help students develop critical thinking skills about the use of GenAI tools, fostering workforce readiness and preparing them to navigate the technology-rich world we all inhabit.

UMB Schools, Centers, and other departments may publish more specific guidance on the use of AI to address certain situations or use cases, so long as they do not conflict with UMB's policies, procedures, and guidelines on the use of AI.

May I restrict student use of AI for coursework?

Instructors should include a statement in the syllabus regarding expectations about the use of AI in their courses. UMB does not dictate that faculty and instructors shall require or prohibit the use of generative AI. UMB Schools are providing examples of language on AI use that instructors may choose to include in a syllabus.

May I use AI tools to assess and grade student work?

UMB Schools may provide specific guidelines on instructor usage of AI tools to assist in assessing student work. If instructors use AI tools to help in their student assessments, instructors

should nevertheless be able to provide feedback and transparency into their assessments to students.

How do I maintain academic integrity in an era of AI?

Instructors should enforce academic integrity in an era of generative AI. Use of AI would constitute academic misconduct in academic work wherever AI is prohibited, or when it has not been disclosed as required.

As expectations may vary between classes and instructors, it is important for instructors to provide students with clear guidelines on the use of AI within coursework, and when and how the use of AI within a course should be cited.

May I use software to detect student use of AI tools?

It is not recommended that instructors rely on AI detection tools as these tools are currently not wholly determinative. However, if an instructor plans to use such tools, they should clearly communicate to students the reasons for their use and how they will be interpreted and acted on. Results from AI detection tools should be treated only as potential indicators of misconduct, not definitive proof. These results should not serve as the sole basis for grading decisions. While information from these tools may be included in referrals to academic deans, such information alone will not solely determine a student's responsibility. AI detection tools may expose students' information to third parties without proper authorization, potentially violating FERPA, other privacy laws, or institutional policies. This risk persists even if an individual's name is removed from an assignment. Faculty should exercise caution about inputting student work into these tools.

Guidance for Students

May I use AI tools for my coursework?

Students should consult with their instructors to clarify expectations regarding the use of GenAI tools in each course. Instructors may have requirements and guidance for citing the use of generative AI output and for attributing AI created content to the specific AI tool and parameters used. Individual courses may have different guidance on the use of AI that should be adhered to within the context of that course. Always ask your instructor before using GenAI for class assignments.

In the absence of other guidance, treat the use of AI as you would treat assistance from another person. For example, this means if it is unacceptable to have another person complete a task like writing an essay, it is also unacceptable to have AI to complete the task. Keep in mind that having access to data is different from having permission to use the data.

Must I acknowledge or cite the use of AI tools?

When GenAI use is permitted by the instructor, students should appropriately acknowledge and cite their use of GenAI applications. Students should consult their instructors for specific guidance on how the use of GenAI tools should be cited. Allegations of unauthorized use of GenAI will be treated similarly to allegations of unauthorized assistance (cheating) or plagiarism.

May instructors use AI tools to grade my work?
UMB Schools may provide specific guidelines on instructor usage of AI tools to assist in assessing student work. If instructors use AI tools to help in their student assessments, instructors should provide feedback and transparency into their assessments to students.

May instructors use AI tools to detect student use of AI tools?
Yes, instructors may use AI detection tools. However, if an instructor plans to use such tools, they should clearly communicate to students the reasons for their use and how they will be interpreted and acted on.

What else should students keep in mind when using GenAI tools?

- Validation**:** Always verify and cross-reference AI-generated content with credible sources. Maintain a critical approach to generated information and be mindful of the possibility of manipulated or misleading content. Be overly cautious when relying solely on AI-generated content for critical decision-making or academic research.

- Inclusiveness: Understand the limitations and potential biases of AI-generated content. Always consider inclusive and equity perspectives in your work.

- Communication: Communicate with and seek guidance from your professors or instructors when you are considering using AI tools or are uncertain about the authenticity of AI-generated materials.

- Transparency: Respect intellectual property rights by acknowledging the sources of AI-generated content used in your work.

Guidance for Researchers

May I use AI tools in my research?

At UMB, we recognize the rapidly evolving landscape of artificial intelligence and its potential to advance knowledge, research, and scholarly work. We support the responsible and ethical use of AI tools to ensure safety and integrity of research. As the use cases of AI tools become better understood and federal agencies release guidance, the UMB AI Guidelines will be updated to keep the UMB research community informed.

Before starting any research project that involves AI, it is strongly recommended that you discuss the appropriateness of using the technology with your school and department leadership, your

co-investigators, collaborators, and field experts as well as your discipline's publishing standards to determine how the use of AI should be accounted for with regard to authorship in publications. Also consult with research-sponsoring agencies and publishers for guidance on the use of generative AI in peer review, grant submissions and publications.

Researchers should also reinforce with their mentees the appropriate use of AI. Maintaining research integrity and safeguarding intellectual property, confidentiality, and ethical standards are essential when using GenAI tools.

Must I acknowledge or cite the use of AI tools?

Researchers should adhere to federal or international requirements on obtaining informed consent, and Institutional Review Board approvals should be obtained prior to exposing research participant data to AI tools.

Many Federal agencies have tools to detect AI-generated content. Be aware of these tools and their potential impact on your research.

How do I protect sensitive information?

Always use caution and discretion when research involves the examination of high-risk data, including Personally Identifiable Information (PII) and research participant health information (both identifiable and non-identifiable). When research involves these types of data, only UMB approved AI tools should be utilized. Whenever possible, research should be done in UMB's Secure Research Environment (SRE). The SRE is a highly secure virtual computing environment designed to protect sensitive and restricted research data from misuse and unauthorized access. The SRE minimizes risk to the institution and to the principal investigator of unlawful exposure of sensitive data. In addition, the SRE has UMB approved AI tools available to researchers.

Researchers should not upload unpublished research data, funding proposals under peer review, personal information, or other similarly sensitive or confidential information into GenAI tools that have not undergone proper review by UMB. Entering information into tools that have not been reviewed and authorized by UMB may compromise future intellectual property protections, lead to unauthorized disclosure of research data, and/or create security and privacy violations for research subjects or collaborators.

May I use AI tools for IRB processes, particularly in summarizing IRB meeting minutes and documenting discussions and determinations?

For meetings that will involve discussions of a sensitive nature (e.g. personal, confidential, financial, IP, proprietary, personnel, etc.), do not use AI automated meeting tools to record and capture discussions, measure attendee engagement, etc., as the data generated by these tools may be considered Public Records. Be cognizant of virtual meetings where AI meeting tools may be used, inquire with the meeting host about the use of these tools if unsure, and decline participation in the meeting if the host insists on using these tools. If a host insists on using AI-

automated tools despite concerns, UMB researchers are advised to decline participation to protect institutional data integrity and privacy.

How do I protect intellectual property rights?

Intellectual property law may limit what AI generated content can be copyrighted or patented depending on the specifics of their creation. In addition, using data to train AI may implicate copyright laws and/or the patentability of an idea or discovery. Researchers should avoid uploading confidential and/or proprietary information to AI platforms, at least prior to seeking patent or copyright protection, as doing so could jeopardize IP rights.

How can I use or acquire new AI tools?

UMB has approved AI tools for official use within UMB operations and is actively reviewing potential new tools. If UMB users are interested in acquiring new AI tools or new AI features within existing tools, they should work with their department leadership and make a request to UMB Security and Compliance at: DL-CITS Security and Compliance.

What else should researchers keep in mind when using GenAI tools?

Researchers should also keep in mind the following when choosing to use GenAI tools:

- Content generated from AI tools may be inaccurate or could be biased. It is important to validate content provided using other reliable resources.

- Do not rely solely on AI-generated content for decision-making purposes. Use the results to inform your research while making decisions based on additional factors and evidence.

- When working with vendors or subcontractors, inquire about their practices of using AI. Additional terms and conditions may need to be included in any resulting agreement to ensure responsible and ethical use of AI tools by collaborating organizations.

Guidance for Administrators

May I use AI tools for administrative tasks?

GenAI tools may be utilized for administrative purposes, including, but not limited to, streamlining workflows, assisting with business processes, drafting communications, providing easy access to information, and assembling information to inform decision-making. GenAI tools can enhance work efficiency and productivity. However, their use should align with institutional policies, safeguard sensitive information, and ensure outputs are accurate, unbiased, and appropriate for the intended purpose.

How do I protect sensitive information?

When leveraging AI for administrative tasks, ensuring full compliance with security and privacy standards and all relevant institutional policies, standards, and guidelines is essential. Administrative staff should not input any institutional data that is not publicly available into any AI tool that has not been approved for use by UMB. This restriction applies to any confidential or proprietary business information belonging to UMB.

The use of GenAI tools for administrative purposes must also align with unit-specific guidance to ensure consistency with operational and legal standards. Before integrating GenAI tools into their work processes, individuals must consult with their supervisors to discuss appropriate use in their specific roles, clarify expectations, and determine the scope of permissible applications.

Must I acknowledge or cite the use of AI tools?

Any AI-generated content in official communications, documents, or reports should be disclosed and attributed. To promote transparency and accountability in using administrative applications of GenAI, individuals should ensure that AI-generated outputs meet quality and accuracy standards before using or distributing them.

Must I retain copies of AI-generated content?

Retaining records of AI-generated drafts or outputs is recommended, particularly when assembling information to inform decision-making or drafting external communications.

Other Special Considerations:

HIPAA Guidelines

Do not upload HIPAA covered data into public generative AI systems, including HIPAA-protected patient data. Instructors including faculty, staff, and trainees who make presentation should also consider HIPAA implications before using generative AI tools in the context of healthcare education. Almost all identifiable health information maintained by health care providers and payers (covered entities), and the vendors they use (business associates), is subject to HIPAA and its implementing regulations. Instructors should educate themselves on the permissible uses and disclosures of identifiable patient and plan member information to ensure any use or disclosure of such information in the context of generative AI does not run afoul of HIPAA or UMB policies. Even though regulated health information can be de-identified with the removal of direct identifiers, use or disclosure of such data should be made with caution. External information in the context of generative AI could be available to render the information re-identifiable, posing privacy risks to patients and plan members. Use or disclosure of health information should be done using only UMB-approved AI tools.

FERPA Guidelines

UMB instructors including faculty and staff should consider FERPA rules before using generative AI tools. Proper de-identification under FERPA requires removal of all personally identifiable information, as well as a reasonable determination made by the institution that a student's identity is not identifiable. You must also consider other available information that might be available online. Depending on the nature of the assignment, student work could potentially include identifiable information if they are describing personal experiences that would need to be removed before it could be considered properly de-identified.

High-Risk AI Guidelines

Maryland law designates some applications as "High-Risk Artificial Intelligence" (High Risk AI) because of the special risks they pose to individuals or communities. This includes AI applications that are "rights-impacting" or "safety-impacting" to individuals or communities. Maryland's Department of Information Technology, in consultation with the Governor's Artificial Intelligence Subcabinet, will be issuing regulations on High-Risk AI.

Potential areas of High-Risk AI could include the use of AI to make admissions decisions, job application decisions, or for public safety. Any use of High-Risk AI must be carefully reviewed and approved by the Dean of your school or Vice President of your administrative unit, and by the AI Ideation Steering Committee before used in High-Risk areas.

For more information:

- For questions about AI Policy and educational policies, please contact Dr. Roger Ward, Provost and Executive Vice President, and Chair of the UMB AI Ideation Steering Committee, at rward@umaryland.edu.
- For questions about UMB approved AI tools and appropriate AI use, including High-Risk AI guidelines, please contact Dr. Peter Murray, Senior Vice President for Information Technology and Chief Information Officer, at pmurray@umaryland.edu.
- For questions about Maryland state policy, please contact Markus Rauschecker, Executive Director, CHHS, at markus.rauschecker@umaryland.edu.
- For legal questions related to this guidance document, please contact Alex Hortis, Associate Counsel, the Office of University Counsel, at UMBcounsel@umaryland.edu.

For more specific information regarding the following topics:

- For questions regarding clinical research, please contact Dr, Julie Doherty, Assistant Vice President, Research Compliance, at jdoherty@umaryland.edu.
- For questions about research use, please contact Jill Frankenfield, Associate Vice President of Sponsored Programs Administration, at jill.frankenfield@umaryland.edu.
- For questions about procurement, including contracting, sourcing, and supplier management, please contact Ron Eshelman, Associate Director, Strategic Sourcing and Acquisition Services, at reshleman@umaryland.edu.

- For questions regarding intellectual property and AI, please contact Alex Hortis, Associate Counsel, the Office of University Counsel at ahortis@umaryland.edu.
- For questions about security at UMB please contact Fred Smith, Senior Associate Vice President, Information Security Officer, at fsmith@umaryland.edu.
- For questions about security at the School of Medicine, please contact Matt Kramer, Information Security Officer, University of Maryland School of Medicine, at mkramer@som.umaryland.edu.
- For questions about privacy, please contact Mathew Griep, IT Privacy Associate, at mgriep@umaryland.edu.

Frequently Asked Questions

If you have a question you would like to see added to the FAQs, please submit it to: pmurray@umaryland.edu.

Q: Are there any UMB approved technology systems for generative AI?
A: Currently, UMB has approved the use of Microsoft Copilot with Data Protection and Cloudforce nebulaONE which are built on OpenAI's technology but offers added data protection for UMB users.

Q: What if the AI tool I wish to use is not something that is purchased, such as the free version of ChatGPT or Gemini?
A: Even free software requires advance review and consideration. First, individual users do not have signature authority to bind the institution to the terms and conditions that must be accepted prior to use or download. Secondly, UMB users must not disclose UMB Sensitive or Restricted/PHI information to a third party without an agreement protecting this information. For use of AI tools or systems for official UMB purposes, even if they are free of charge, please submit a request to DL-CITS Security and Compliance.

Q: May sensitive and confidential data be included in prompts when using GenAI tools?

A: UMB sensitive data should only be used in approved UMB AI systems. Our UMB license for Copilot Chat, M365 Copilot, and Cloudforce nebulaONE, each offer enterprise data protection and are designed to keep University data secure. Thus, sensitive data, including patient data covered under HIPAA rules can be put in these systems prompts, but should never be put in prompts of GenAI tools that are not UMB approved.

Q: May researchers use AI for analyzing sensitive data or personal health information?
A: Researchers may not enter sensitive data or personal health information into AI tools that have not been approved by UMB. Faculty working in approved clinical research may access UMB's Secure Research Environment (SRE) to access approved AI tools and models. UMB will only provide AI tools and models to researchers inside the SRE.

Q: If I am using AI for personal reasons outside of my UMB role, does this mean that we should not use UMB equipment either (e.g., UMB-issued laptops/devices)?
A: Generally speaking, UMB devices are used for UMB purposes. See the UMB IT Acceptable

Use Policy. While incidental personal use is anticipated and acceptable, this use should never limit or interfere with the UMB business use of resources.

Q: For the work that I do on behalf of UMB, one major use case for AI is in assisting with summarizing lines of text. How do I know if I can use AI for this purpose?
A: Microsoft Copilot with Data Protection can be used for this task, but keep in mind that you should be aware of the classification of data you provide within the AI tool. UMB's data classification standard defines public, sensitive, and PHI/restricted data based on the attributes of the data. If you are uncertain as to what classification your data set is appropriately assigned, check with the data owner. Remember that once you have entered data into an AI tool, it is considered a disclosure of that data, so this must be done in a manner consistent with UMB policy, federal regulations, and contractual obligations.

Q: How can employees explore AI tools consistent with the UMB AI principles?
A: Use approved AI tools. If you wish to acquire and use another tool, you must first submit a request through UMB CITS at: DL-CITS Security and Compliance.

Q: What does my AI technology request need to look like?
A: The request should include the name of the AI tool and the way it will be used. CITS Security and Compliance may ask specific questions related to the AI tool that will allow them to evaluate consistency with the principles that UMB has committed to adhere to in its use of AI.

Q: When can I use Copilot for Microsoft 365?
A: Microsoft 365 Copilot is now available for UMB faculty and staff for an annual fee. You can request Microsoft 365 Copilot by contacting the UMB Software Licensing Office.

Q: Can I use OpenAI's ChatGPT for development?
A: UMB does not have a contract in place with OpenAI. Our current preferred method for access to ChatGPT-like API services is through our partnership with Microsoft. This is an ever-changing field, and we are constantly evaluating the safe and secure options for the University community.

Q: How can I request a letter of support from Microsoft for my grant submission?
A: Please submit your request to SRE-support to be routed to the SRE Cloud Services support team.

Q: Can I use models offered by Google, Facebook, or other third-party Large Language Model (LLM) providers?
A: UMB does not currently have contracts in place with other vendors outside of Microsoft.