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?	☐	☐	☐
Have all staff, students, visitors and external collaborators who are involved in the project been issued with, and signed off on, a confidentiality schedule?	☐	☐	☐
Have all students, visitors and external collaborators who are involved in the project signed off on a confidentiality and intellectual property deed?	☐	☐	☐
Are exit interviews conducted with all departing personnel who have had involvement in the project?	☐	☐	☐
Are written records made of exit interviews, which are signed off by the departing personnel?	☐	☐	☐
Are copies kept of all employment contracts, confidentiality and intellectual property deeds, and exit interview records?	☐	☐	☐
Is there a system in place for assessing the confidentiality of information?	☐	☐	☐
Have all third party contractual obligations in respect of confidentiality been recorded and implemented?	☐	☐	☐
Do all personnel who have access to confidential information understand the importance of maintaining confidentiality?	☐	☐	☐
Have employees and others been given training relating to what constitutes "publication" or "disclosure" of information?	☐	☐	☐
Has a system been established for vetting and approving drafts submitted for publication?	☐	☐	☐
Is the length of time that information must be kept confidential been made clear to all relevant personnel?	☐	☐	☐
Is access to confidential information limited to only those who need it?	☐	☐	☐

Have records been kept of who has access to, or holds, confidential information?	☐	☐	☐
Have appropriate documents been marked as "CONFIDENTIAL"?	☐	☐	☐
Are confidential documents stored securely?	☐	☐	☐
Is confidential information segregated from information that is not confidential?	☐	☐	☐
Is record kept of the location of confidential information, and of all copies of such information?	☐	☐	☐
Are there processes in place to restrict the copying of confidential information?	☐	☐	☐
Are documents that are no longer required destroyed?	☐	☐	☐
Is the length of time that information must be kept confidential clear?	☐	☐	☐
Is confidential information that is held on computer protected by secure password and/or encryption?	☐	☐	☐
Are shared databases under the sole control of a nominated systems administrator?	☐	☐	☐
If the project shares laboratory space with personnel not involved in the project, have systems to protect the confidentiality of information been extended to include those personnel?	☐	☐	☐
Has a system been established for vetting and approving drafts submitted for publication?	☐	☐	☐
Have project personnel been made aware of obligations to third parties in respect of public communications about the project?	☐	☐	☐
Are processes in place to ensure that verbal or written public communications are vetted by and transmitted through appropriate channels?	☐	☐	☐
Are there any third party obligations in respect of related research results not arising out of the project?	☐	☐	☐
If so, is ongoing monitoring of related research results from elsewhere in the University taking place?	☐	☐	☐