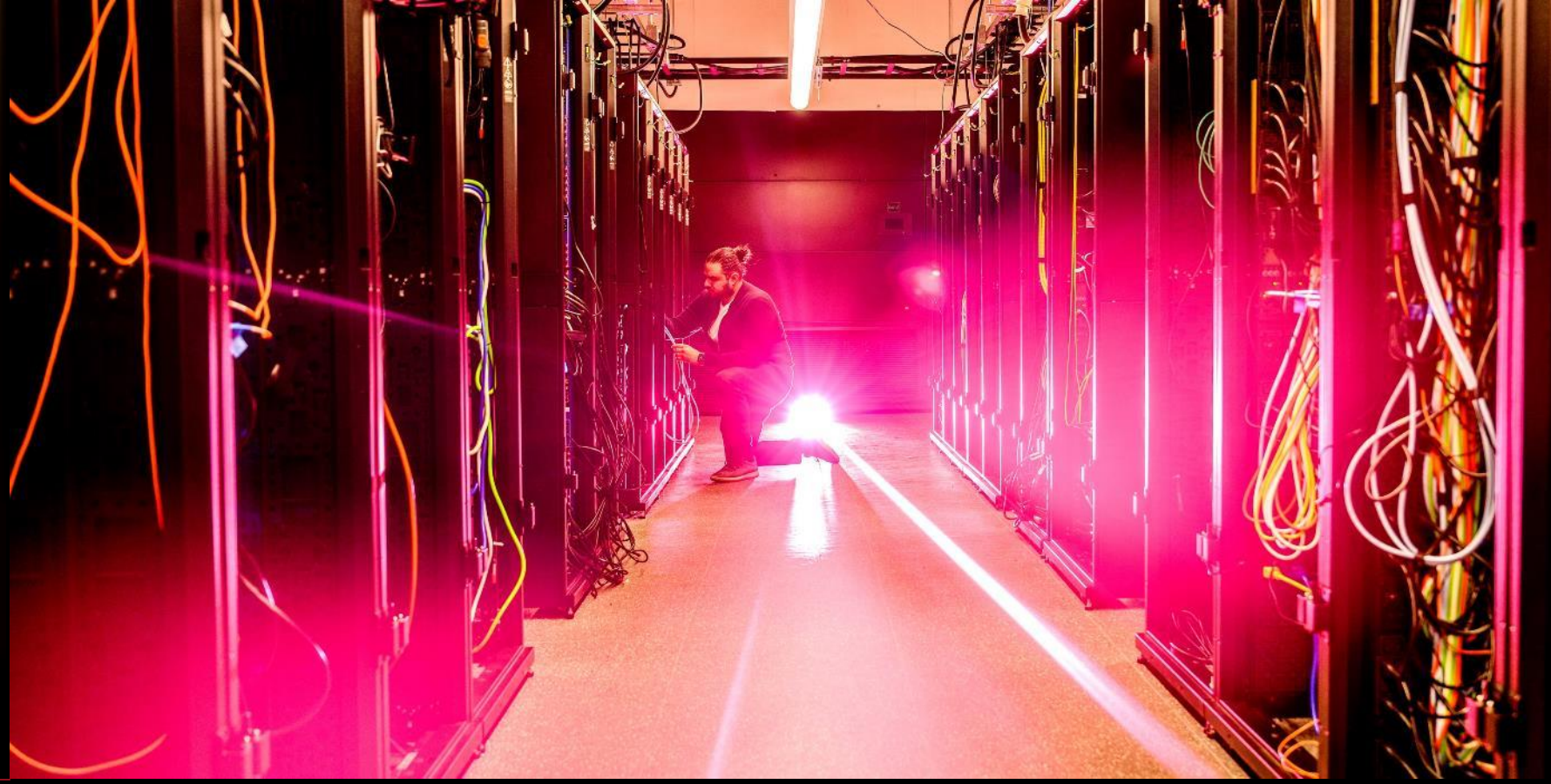
Northeastern University



Resources for Responsible Use of Artificial Intelligence

August 19, 2025

Outline

- University-wide AI policies and services
- AI resources for research
- AI resources for teaching

University AI Policies and Services

Data Classification Guidelines

	Risk Level	Risk Level Definition	Data Type Definition
CONFIDENTIAL DATA	**Critical Risk** 	Unauthorized public disclosure, alteration, or loss of this data would result in criminal or civil penalties, identity theft, financial loss, invasion of privacy and will have serious adverse effects on the University's reputation, resources, services, or individuals.	Data that the university is obligated to safeguard by law, regulation, industry standards, and/or contract, using the most secure controls.
	High Risk 	Unauthorized public disclosure, alteration, or loss of this data would adversely affect the University's mission, reputation, services, safety, finances, resources or individuals.	Data that is not for public consumption and requires protection based on law, regulation, university-wide policy and/or internal procedures, taking into account proprietary, ethical, business practice or privacy implications.
	Limited Risk 	Unauthorized public disclosure or loss of this data would not cause material harm, but could pose risk to the University's mission, reputation, services, resources and individuals.	Data that university could publish by laws and regulations but has chosen to keep confidential. Its handling is based on university or department/unit protocols or procedures.
PUBLIC	**No Risk Level** 	Public disclosure or loss of this data poses no risk to the University's mission, reputation, services, safety, finances, resources and individuals.	Data that may, or must, be available and accessible to the general public with no expectation for privacy, risk or confidentiality. There are no legal and institutional limitations on its access or use.

- https://northeastern.sharepoint.com/sites/DA-DataClassification/

Document Management Guidelines

Northeastern University
University Decision Support

Legend	
✓	Allowed to use
⃠	Not allowed to use
[*]	Requires approval from the Office of Information Security
[**]	Please consult the Policy on the Use of AI Systems
[1]	Preferred for individual storage
[2]	Preferred when sharing internally
[3]	Preferred when sharing externally

The purpose of these guidelines is to assist our community in selecting an appropriate solution[1] when managing University documents. If you are unsure which tool to use for a project or team collaboration, please consult with your supervisor.

These guidelines must be used in combination with Northeastern's Data Classification Guidelines.

In tandem with any use of an AI application you must consult the Policy on the Use of Artificial Intelligence Systems and the related FAQ from the AI Review Committee.

Non-university cloud storage (e.g., Dropbox, Box, etc.) are not allowed and should not be used to support University business.

Commonly Used Applications and Services

Tool	Lock 2 (Limited Risk)	Lock 3 (High Risk)	Lock 4 (Critical Risk)
Amazon Web Services	✓	✓ [*]	✓ [*]
Claude	✓	✓ [**]	⃠ [**]
Co-Pilot	✓	✓ [**]	⃠ [**]
Google Drive	✓	⃠	⃠
Library Digital Repository Service	✓	⃠	⃠
Microsoft Azure	✓	✓ [*]	✓ [*]
Microsoft OneDrive	✓ [1, 2, 3]	✓ [1, 2, 3*]	✓ [1, 2, 3*]
Microsoft Outlook	✓	✓	✓
Microsoft SharePoint	✓ [2, 3]	✓ [2, 3*]	✓ [2, 3*]
Microsoft Teams	✓ [2, 3]	✓ [2, 3*]	✓ [2, 3*]
Personal or Non-University Service	⃠	⃠	⃠
Q: Drive / University Network Storage	✓ [1, 2]	✓	✓
Qualtrics	✓	✓	✓
Smartsheet	✓	✓	⃠
Zoom	✓	✓	⃠
Zoom (HIPAA Approved)	✓	✓	✓

Research Related Applications and Services

Tool	Lock 2 (Limited Risk)	Lock 3 (High Risk)	Lock 4 (Critical Risk)
Globus	✓	✓	✓
Research Computing HPCC	✓	✓ [*]	⃠

[1] These guidelines do not apply to University systems with integrated document management such as Salesforce, Banner Document Management (BDMS), or PowerFAIDS.

https://uds.northeastern.edu/wp-content/uploads/New-Document-Management-Guidelines.pdf

Policy on Use of AI Systems

- Two primary requirements

- **1. Any faculty or staff member seeking to incorporate the use of an AI System in University Operations or Outside Professional Activities must:**
  - **Attribution.** Provide appropriate attribution when using an AI System to generate content that is included in a scholarly publication, or submitted to any body, publication or other organization that requires attribution of content authorship.
  - **Accuracy.** Regularly check the AI System's output for accuracy and appropriateness for the required purpose, and revise/update the output as appropriate.
  - **Non-Discrimination.** If the AI System involves the processing of Personal Information or takes actions that may impact the legal rights or physical safety of an individual, validate that it is regularly tested to confirm that its results are not biased or discriminatory in violation of applicable law.

Policy on Use of AI Systems

- **2. Any faculty or staff member seeking to incorporate the use of an AI system in University Operations must also:**
  - **Review.** If the AI System either (i) involves the processing of Confidential Information, Personal Information, or Restricted Research Data or (ii) takes actions that may impact the legal rights or physical safety of an individual:
    - Submit the AI System and its use case for approval by the AI Review Committee; and
    - Submit the AI System and its use case for approval by the Office of Information Security review process for either vendor or internal systems (as applicable).

- Full policy (https://policies.northeastern.edu/policy125/) and FAQ available (https://northeastern.sharepoint.com/sites/AIReviewCommittee/SitePages/FAQ.aspx)

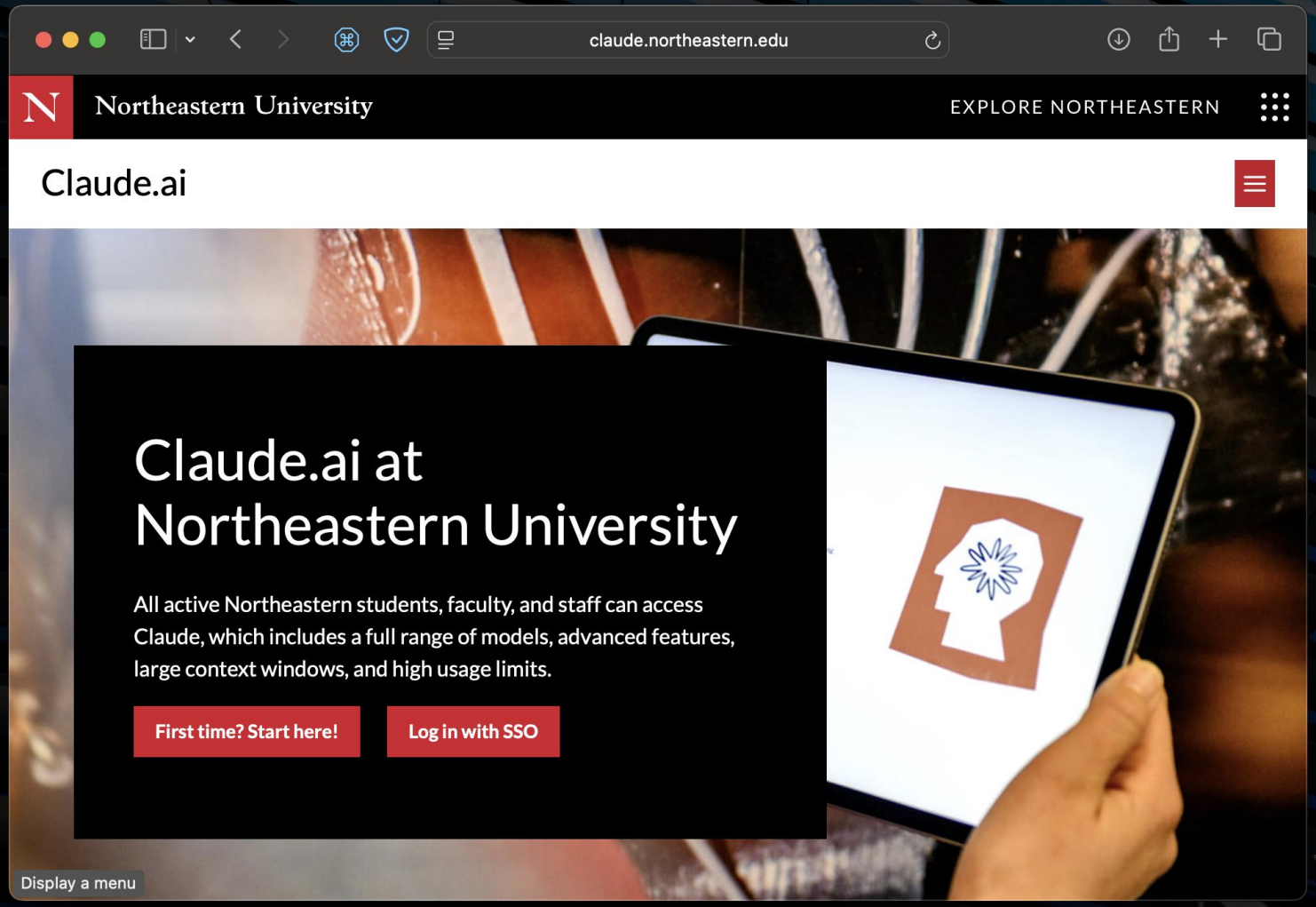
AI Review Committee (AIRC)

- Two purposes:
  - Support the use of AI to enhance invention, creativity, discovery, effectiveness and efficiency in teaching, research and administration as well as in faculty outside professional activities.
  - Ensure that AI is used in a manner that is consistent with policies and applicable laws; protects our confidential information, personal information, and restricted research data; and appropriately addresses any resulting risks to the university and our community

- More information at: https://northeastern.sharepoint.com/sites/AIReviewCommittee/
- Reviewed systems available at: https://northeastern.sharepoint.com/sites/AIReviewCommittee/SitePages/Reviewed-AI-Systems-List.aspx

Claude

- Northeastern and Anthropic established a strategic partnership for the use of AI in higher education
- All faculty, staff, and students have access to the full range of Claude models
- Processes under development for API access
- Use subject to policies, no 4-lock data



Resources for AI in Research

Standards for Use of AI in Research

- Research Enterprise Services maintains University-wide standards for the use of AI in research: https://nu-res.compliance.northeastern.edu/standards-for-the-use-of-artificial-intelligence-in-research-at-northeastern/

- **Expectations of attribution and use**. If a generative AI tool (i.e., ChatGPT) is used, your research should acknowledge how it was used, even if no generative AI content was incorporated in the work.

- **Awareness of privacy risks**. If you are using proprietary or human subjects data or any other personal information, you may NOT utilize a generative AI System unless it has gone through the AI Review Committee review process and your specific use-case has been approved.

Standards for Use of AI in Research (cont.)

- **Careful treatment of restricted research data.** Export-controlled information, US government Controlled Unclassified Information (I.e., CUI, CDI, SSI), or any other information covered by federal regulations cannot be entered into an AI System without first completing the AI Review Committee review process for your specific use-case.

- **Use of AI in the grant writing process.** Generative AI may be used only if the PI understands the risks involved and adheres to the AI Policy and these Standards. The PI is responsible for every part of the proposal content and should utilize generative AI in an appropriate way for their research and discipline

- **No AI use in peer review process.** Reviewers are trusted and required to maintain confidentiality throughout the application process. Therefore, you may not use AI to assist in peer review.

Research Computing: Discovery/Explorer Clusters

- Research Computing website: https://rc.northeastern.edu

- Northeastern maintains two high-performance computing clusters for research use
  - Located at MGHPCC, a data center in Holoyke shared with other universities in MA
  - **Discovery**: Over 50,000 CPU cores and over 525 GPUs, with over 6PB of high-performance storage
  - **Explorer**: Now deployed, will eventually succeed Discovery. Currently has 32 Nvidia H200 GPU chips with 140 GB of memory per GPU

- Hold regular “office hours”, a great way to understand how it might meet your research needs

Institute for Experiential AI

- Northeastern established the Institute for Experiential AI (EAI) to advance responsible AI solutions, solving high-impact challenges, and pioneering experiential AI education.
  - Experiential AI is AI with a human-in-the-loop.
  - Work on all phases of the AI life cycle:
    - Core AI research,
    - Applied research using AI in other domains
    - Translational research with industrial partners
    - Pre- and post-deployment responsible AI practice

- Core faculty from across the University, reach out if interested! https://ai.northeastern.edu

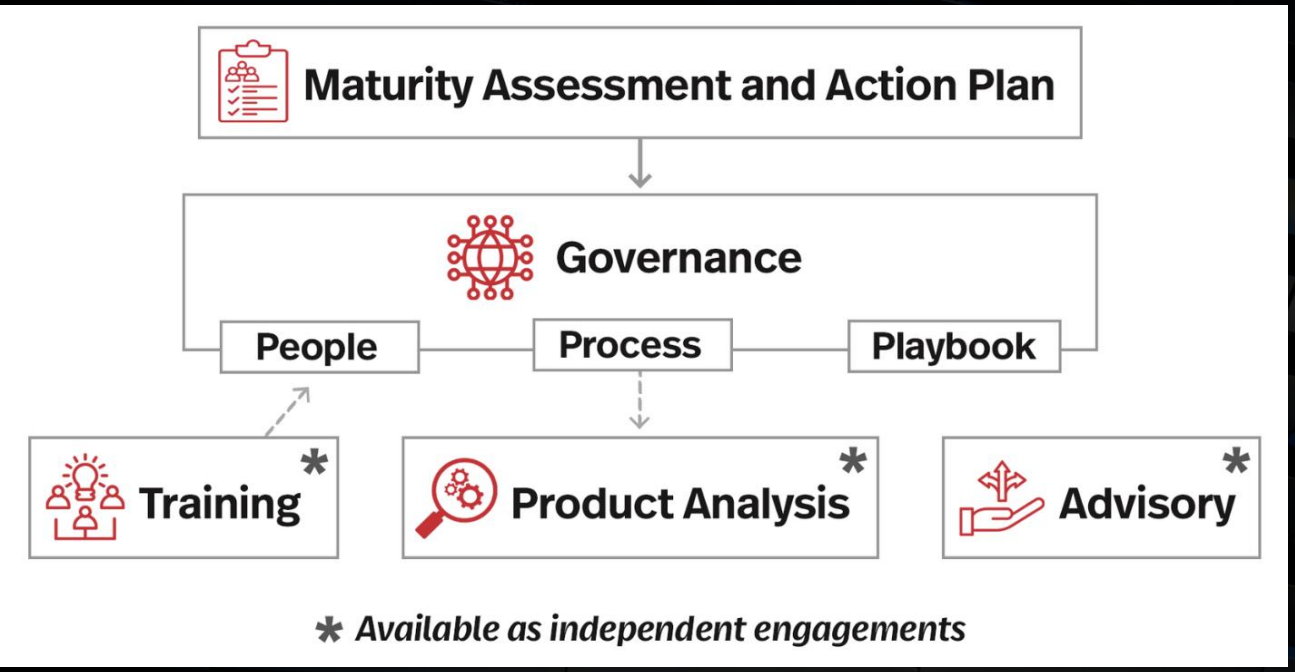
Institutional Review Board

- https://dhr.research.northeastern.edu/getstarted/
  - IRB Office Hours (listed on the IRB page with Zoom link)

- For use of AI in human subject research or AI human subject research;
  - if it (i) involves the processing of Confidential Information, Personal Information, or Restricted Research Data or (ii) takes actions that may impact the legal rights or physical safety of an individual --> submit to AIRC prior to IRB

  - in your submission to IRB, include information regarding
    - the need and the role of AI (e.g. AI as intervention vs AI for admin of research)
    - the risks that the AI system poses
    - how you plan to mitigate for / safeguard against the AI system's risks

Responsible AI Practice



https://ai.northeastern.edu/responsible-ai-practice

Connect to collab! rai@northeastern.edu

Dir. of RAI Practice: c.canca@northeastern.edu

Expertise in technical, ethical, and policy-focused RAI

2 types of engagement:

1. Governance
   - Designing responsible AI dev. lifecycles
   - Developing tools + guidelines
   - Delivering role-specific training
2. Product / Project
   - Risk & impact assessment
   - Fairness & bias analysis
   - Explainability audit
   - UI / UX for responsible design
   - Training end users
   - Monitoring and oversight

Resources for AI in Teaching

Standards on Use of AI in Teaching

- The Provost's Office maintains University-wide standards for the use of AI in teaching at https://provost.northeastern.edu/wp-content/uploads/2025/07/Standards-and-Recommendations-for-the-Use-of-Generative-AI-in-Teaching-and-Learning-at-Northeastern-FINAL-07.01.25.pdf

- **Faculty autonomy.** Instructors may use AI tools to help design academic materials. However instructors are responsible for the quality and accuracy of the materials, including checking outputs for accuracy and making necessary revisions prior to sharing work with students.

- **Clarity for students.** Instructors should clearly communicate to students the permitted uses of generative AI in coursework. This communication should be written in the syllabus, assignment guidelines, and conveyed verbally in class.

Standards on Use of AI in Teaching (cont.)

- **University-wide policies apply.** The AI Policy includes requirements related to attribution, ensuring accuracy, preventing illegal bias and discrimination, and completing the AI Review Committee Review Process if applicable apply to AI use in teaching.

- Content creation attribution. Instructors should consider including a statement in their syllabus describing ways that they do and don't use AI within the course.

- **Copyrighted materials.** Instructors should follow guidelines set by textbook and journal publishers for the allowable and prohibited uses of AI with copyright materials, such as uploading textbook materials into an AI system.

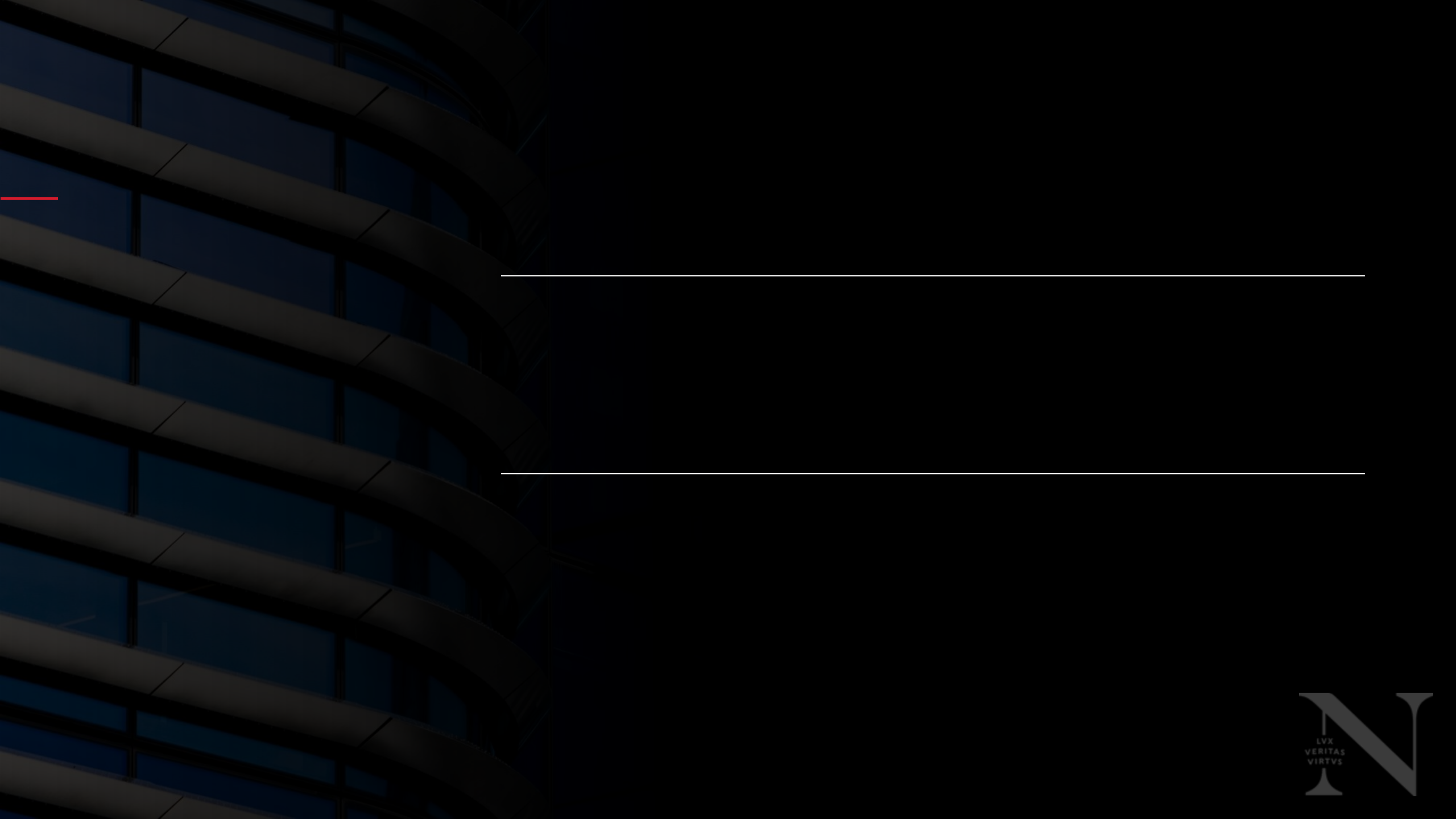
- **Awareness of limitations.** Instructors should understand the limitations of AI and the risks of relying on it as a sole source of information in any teaching-related practice.

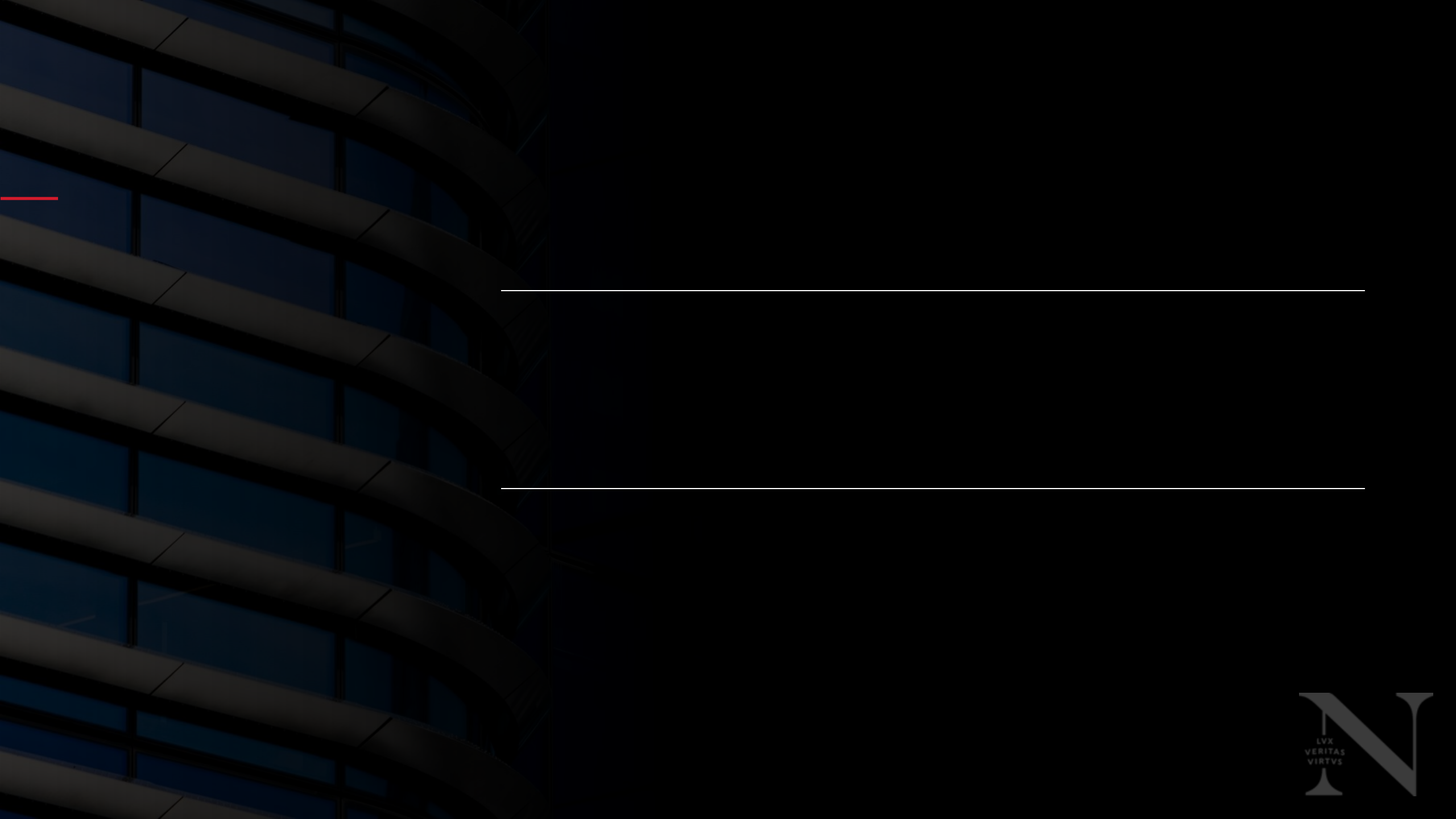
Recommendations for Responsibly Incorporating AI in Teaching

- The Center for Advancing Teaching and Learning through Research (CATLR) has online resources with best practices and recommendations for how to integrate AI into teaching at https://learning.northeastern.edu/ai/

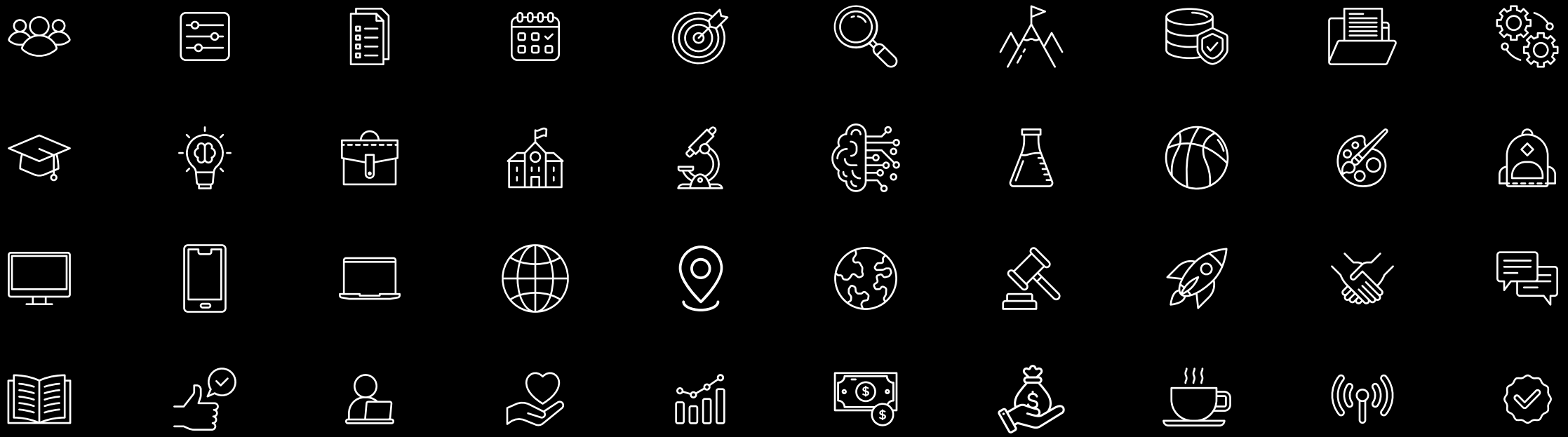
- Key recommendations from CATLR include:
  - Align AI Use with Course Learning Goals
  - Build Critical AI Literacies
  - Design Assignments with AI in Mind
  - Require Attribution and Transparency in Student AI Use
  - Model Attribution and Transparency in the Use of AI
  - Clarify Expectations Around AI Use

Questions?





Icon Library and Toolbox



LINES AND ARROWS