



Georgia Tech

**Institute for Matter
and Systems**

IMS EMPLOYEE HANDBOOK

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Introduction to IMS

Overview

The Institute for Matter and Systems, or IMS, is one of Georgia Tech's Interdisciplinary Research Institutes (IRI).

IRIs are units that bring together researchers from different disciplines to address topics of strategic importance to Georgia Tech. They enable researchers to achieve goals that often can't be met within a single unit or by a single discipline. IRIs strive to build diverse communities of researchers with different backgrounds and areas of expertise to pose new questions, respond to existing challenges, and advance technology to improve the human condition.

IMS solves societal, technological, and scientific challenges by integrating knowledge, methods, and expertise across various disciplines, and enables interdisciplinary research in areas including microelectronic technologies, built environment technologies, human-centric technologies, and research infrastructure.

Handbook Purpose

The purpose of this handbook is to provide IMS employees and affiliated faculty with information about Georgia Tech and IMS-specific policies and procedures. It is not intended to be an exhaustive set of rules. The policies and procedures of the Board of Regents of the University System of Georgia, and those issued by Georgia Tech, take precedence over this handbook.

Mission

The IMS:

- **Enables inclusive and active communities of interdisciplinary researchers across all of Georgia Tech** to define and communicate Georgia Tech's vision and capabilities in areas of importance, to take risks in developing early-stage ideas, and to build and sustain teams that create, respond to and execute on large-scale multi-investigator extramural funding opportunities.
- **Operates world-class facilities and administrative infrastructure** to enable transformative interdisciplinary research at Georgia Tech.
- **Champions interdisciplinary education and outreach programs** to inspire the next generation and equip the workforce with the skills necessary to collaborate and communicate across multiple disciplines.
- **Develops and supports impactful partnerships with industry, government and non-profits** including assisting faculty with commercialization and economic development.

Vision

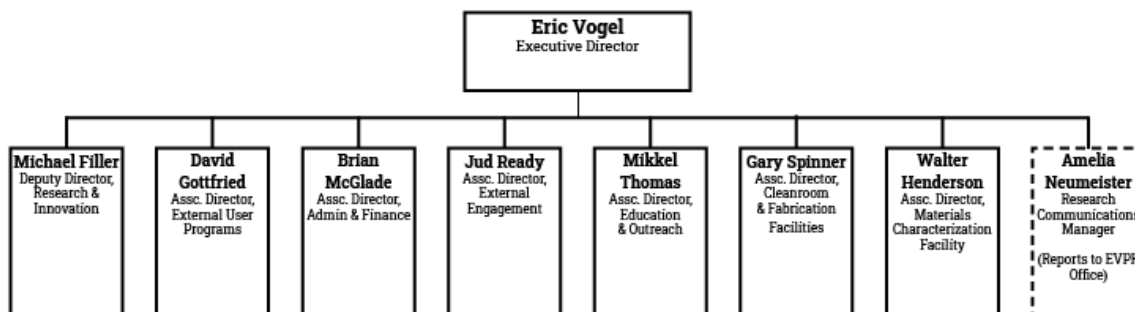
IMS enables convergent research related to innovative materials and devices and their incorporation into systems that solve complex scientific, technological and societal grand challenges.

Department Organization

IMS, along with Georgia Tech's other IRIs, are housed within the Office of the Vice President for Interdisciplinary Research (VPIR). The Office of the VPIR is housed within the Office of the

Executive Vice President for Research (EVPR). The IMS Executive Director reports to the VPIR, who reports to the EVPR.

Leadership Team



Executive Director – Eric Vogel

The Executive Director has overall responsibility for the research programs, facilities, education and workforce development activities, and external engagement activities within IMS including strategic direction, key initiatives, administrative, budgetary, and personnel decisions.

Deputy Director – Michael Filler

The Deputy Director oversees:

- Research and Innovation: Manages all IMS-affiliated centers, programs, and initiatives (CPIs), ensuring alignment with the IMS mission and strategic goals; implements annual funding calls and oversees the review process for funding allocations; establishes performance metrics and conducts regular evaluations of CPI leadership; provides ongoing support and mentorship to CPI leadership through one-on-one and all-hands meetings; reports progress to the leadership team.
- Resource Development: Identifies new funding opportunities, contributes to grant-writing efforts, and supports resource development to expand IMS initiatives and programs.
- Systems Matter Seminar Series: Exercises editorial oversight of the IMS Systems Matter seminar series, ensuring content quality, relevance, and engagement with target audiences.
- Strategic Advising: Collaborates with the IMS Director and leadership team, offering strategic insights to inform decision-making and optimize the impact of IMS activities.

Associate Director, Admin & Finance – Brian McGlade

The Admin & Finance office oversees administration, building management, financial operations, Human Resources, IT, and research administration for IMS. Primary responsibilities include:

- Administration: Events, travel support, expense reimbursements.
- Building management: Building safety and cleanliness, conference rooms, asset management, space management, repairs and maintenance, shipping & receiving.
- Financial operations: Budgeting, financial analysis and reporting, payroll, procurement, salary planning.
- Human Resources: Employee relations, performance management, faculty/staff hiring, international visitors, facility external users.
- IT: Staff hardware and software troubleshooting, access credentials, network management.
- Research Administration: Sponsored contract management, proposal preparation, intellectual property, research center management.

Associate Director, Cleanroom & Fabrication Facilities – Gary Spinner

The Associate Director, Cleanroom & Fabrication Facilities oversees all strategic and day-to-day management for the Micro/Nano Fabrication Facility. Primary responsibilities include:

- Ensuring the efficient operation of specialized equipment and tools across multiple labs.
- Developing and implementing operating policies.
- Educating internal and external users on safety and equipment handling.
- Budgetary responsibility for assigned facilities, including capital equipment procurement.
- Collaboration with faculty, staff, students, and external partners to advance IMS research initiatives.

Associate Director, Education & Outreach – Mikkel Thomas

The Associate Director, Education & Outreach directs all K-Gray education, outreach, and workforce development efforts in IMS. Primary responsibilities include:

- Direct the education and outreach programs for IMS.
- Direct the education and outreach programs for the Southeastern Nanotechnology Infrastructure Corridor (SENIC).
- Coordinate and promote education and outreach efforts across 16 National Nanotechnology Coordinated Infrastructure (NNCI) sites, and work with NNCI site directors, education coordinators, the National Science Foundation, and other nanotechnology centers as part of the NNCI Coordinating Office.
- Lead education & workforce development strategy for CHIPS and Science-related proposals.
- Lead education & workforce development strategy for interdisciplinary microelectronics programs in general.
- Coordinate education & workforce development with the EVPR's office.

Associate Director, External Engagements – Jud Ready

The Associate Director, External Engagements develops, implements, and coordinates IMS strategies for the creation, stewardship and growth of externally-supported graduate student fellowships, undergraduate student internships, and technology transfer opportunities among industry, foundations, national labs, and other government entities. Additional responsibilities include targeted research sponsorships, industry co-location/startup connectivity, Intellectual Property licensing, and development of lifetime learning opportunities.

Associate Director, External User Programs – David Gottfried

Oversees activities related to external (non-GT) usage of the core facilities, as well as other activities supported by the National Nanotechnology Coordinated Infrastructure (NNCI) program. Responsibilities include:

- Serves as director of the Southeastern Nanotechnology Coordinated Infrastructure (SENIC), IMS's partnership with the Joint School of Nanoscience and Nanoengineering (JSNN).
- Serves as director of the NNCI Coordinating Office.
- Technical lead for the Atlanta Center for Microsystems Engineered Point-of-Care Technologies (ACME-POCT).
- Oversees external user specialized service agreements.
- Coordinates seed grant programs for internal and external users.

Associate Director, Materials Characterization Facility – Walter Henderson

The Associate Director, Materials Characterization Facility oversees the IMS Materials Characterization Labs, including the Materials Characterization Facility (MCF), Mechanical Properties Characterization Facility (MPCF), and Organic Materials Characterization Lab (OMCL). These labs are the main locations for microimaging and materials analysis at Georgia Tech. Primary responsibilities include:

- User support and training
- Equipment operation, upkeep, and maintenance
- Education and outreach
- Analysis remote work
- Support of IMS cleanroom, such as evaluation, forensic testing, and calibration help for materials, tools, and processes

Research Communications Program Manager – Amelia Neumeister

The Research Communications Program Manager oversees external communications and marketing for IMS. Primary responsibilities include:

- Web: Maintains content on the IMS website, including events, news, and general copy.
- News: Major funding announcements, features, event recaps.
- Social Media: IMS LinkedIn and X accounts.
- Newsletters and Email Lists: Manages the IMS Weekly Update and monthly Matter and Systems Spotlight emails. Maintains departmental email lists.
- Digital signage: Maintains digital signs in the Marcus and Pettit buildings.

IMS Email Lists

To send a mass email within IMS, use the below emails. Note: emails will require approval from a list moderator before the email is distributed to the list.

ims_staff@groups.gatech.edu – List of all IMS employees.

ims_faculty@groups.gatech.edu – List of all IMS-affiliated faculty.

Marcus-Occupants@groups.gatech.edu - List of all employees located in the Marcus building.

Pettit-Occupants@groups.gatech.edu – List of all employees located in the Pettit building.

IMS Advisory Committees

Several advisory committees provide guidance, insight, and feedback to IMS.

Employee Advisory Committee – The Employee Advisory Committee serves as a liaison between the IMS staff and IMS leadership. The committee guides employee priorities, leads initiatives, and makes recommendations on the current and future states of IMS.

Facility Advisory Committee – The Facility Advisory Committee includes Principal Investigators who use IMS facilities from across and outside Georgia Tech. This committee provides input and feedback on facility strategy and operations, represents facility users across technical domains, and acts as ambassadors to increase engagement with the facilities, all towards the goal of helping IMS enable transformative interdisciplinary research through world-class facilities.

Internal Advisor and Ambassador Board (IAAB) – The IAAB includes one representative from each College (Business, Computing, Design, Engineering, Liberal Arts, Sciences) and the Georgia Tech Research Institute. The IAAB provides ongoing guidance, networking, advising, and evaluation assistance to IMS leadership.

Human Resources

General Expectations

Georgia Tech and the Institute for Matter and Systems are highly visible, well respected, global-facing organizations. All employees, including full-time, part-time, and temporary, and faculty, staff, and students, are representatives of GT and IMS, and should approach all working situations professionally.

Job Descriptions and Job Changes

Each staff position has a general job description, documented through Georgia Tech's Job Classification and Compensation System (JCCS). These descriptions are written at the Georgia Tech level, and not the departmental (IMS) level. IMS specific needs can drive changes to the description, as can technology, organizational structure, or other factors. IMS and supervisors reserve the right to adjust jobs to align with such changes. However, the job in practice should generally align with the overarching JCCS description.

Training and Professional Development

Employees are encouraged to seek out training and professional development opportunities. Supervisors are responsible for ensuring their staff have the appropriate training needed to complete their job responsibilities.

Georgia Tech offers a variety of training and professional development opportunities, for example:

- **Workplace Learning & Professional Development:** <https://pe.gatech.edu/wlpd>
 - o ASPIRE Program: designed for any full-time GT employee who does not currently manage others but desires to gain the skills necessary to develop a leadership mindset.
 - o MentorTech: designed to foster the professional development and career growth of Georgia Tech employees while building diverse networks across the Institute.
- **Employee Resource Groups:** <https://engagement.hr.gatech.edu/employee-resource-groups/>
 - o Voluntary employee associations that aim to build an equitable and inclusive community for historically underserved communities and ensure employees experience greater psychological safety and belonging.
- **Research Education and Outreach:** <https://osp.gatech.edu/training>
 - o Classes covering research administration, security, and systems.
- **Georgia Tech Learning Bank:** <https://gatech.geniussis.com>
 - o The Georgia Tech online learning bank, which covers a variety of topics, such as Workday, OneUSG, various Healthy & Safety classes, and others.

Employees should obtain prior approval from their supervisor to attend training that requires time away from work or has a cost to attend.

Probationary Period

Georgia Tech and the Board of Regents require that for all classified employees, the first six months of employment are on a provisional basis. For clarity, this refers to the first six months of employment at Georgia Tech, not with IMS. Employees who transferred to IMS after spending six or more months at another campus department are not impacted by this policy. Supervisors are responsible for completing a probationary evaluation before the end of the first six months

for any new employees. Supervisors should discuss these evaluations with IMS HR before issuing the evaluation to the employee.

Performance Management

All employees and supervisors are required to participate in the annual performance management process.

For staff positions, this typically involves an annual Goal Setting and annual Performance Evaluation, with forms issued annually by Georgia Tech Human Resources. All staff complete these processes by the stated deadlines.

For faculty positions, this typically involves goals and assessment forms issued by the VPIR's office.

IMS HR will communicate all forms, deadlines, and supplementary information to IMS employees each year.

Working Hours

Each employee has approved working hours, agreed upon between the employee and their supervisor. The working hours should be consistent with the employee's FTE level (for a 1.0 FTE, 40 hours/week) and consistent with the responsibilities of their position. Employees should be able to reasonably account for their hours spent completing tasks.

Flexible Working Arrangements and Telework

All employees, regardless of working arrangement, should have a Working @ Tech agreement on file: <https://hr.gatech.edu/working-tech-arrangement/>

The Working @ Tech agreement documents your working hours, whether you are onsite/hybrid/remote, and whether you work a compressed workweek.

If an employee's work can be effectively completed from an offsite location, and that employee wishes to telework, IMS encourages supervisors to strongly consider approving the teleworking request. However, telework arrangements are contingent on satisfactory job performance, continued job efficiency, and adhering to the agreed-upon schedule. Teleworking and flexible working arrangements can be revoked with fourteen days' notice. Additionally, employees who telework may be required to come into the office for meetings, planning sessions, networking, or other reasons. This may include short notice requests. Employees with telework arrangements should be available to come into the office when needed. Teleworking employees who face connectivity or hardware challenges should immediately notify their supervisor and may be asked to come to campus until the challenge is resolved.

Paid Time Off

Georgia Tech offers vacation leave, sick leave, educational support leave, paid parental leave, and other leave types. Additional information on types of leave can be found here: <https://benefits.hr.gatech.edu/time-away-from-work/>

Employees should have available leave balances to cover requested time off. An employee cannot borrow against future leave. The type of leave used should correspond to the type of request taken (for example, an employee cannot use sick leave to cover a vacation).

Employees should request off as far as possible in advance and should coordinate backup coverage with their immediate supervisor. Employees who are out-of-office should have an out-of-office automatic email reply set up identifying an alternate point of contact.

For unplanned absences, an employee should notify their supervisor as soon as possible, but no later than two hours past the start of their scheduled shift.

Employees requesting five or more sick days in a row may be required to provide medical documentation, up to and including an extended absence request.

Employees should submit their absence requests in OneUSG prior to the absence, and supervisors should approve or deny the request in a timely manner, before the absence date. In the event of an unplanned absence, like a sick day, employees should submit the absence request upon return to the office.

Safety and Workers' Compensation

Safety is our top priority, and all employees are required to strictly follow safety regulations for any areas they occupy, such as labs or offices. Employees must perform duties in a way that is safe to them and to others. However, in the event of a work-related injury, please notify your supervisor, who will then notify the Associate Director – Admin & Finance to file a workers' compensation claim.

Compliance Training and Certifications

Periodically, Georgia Tech employees are asked to complete training and certification such as Conflict of Interest certification, compliance training, Annual Statements of Reasonableness, and Responsible Conduct of Research. Employees should complete these trainings by the stated deadlines.

Anti-Harassment

Georgia Tech provides equal opportunity to all faculty, staff, students, and all other members of the Georgia Tech community, including applicants for admission and/or employment, contractors, volunteers, and participants in institutional programs, activities, or services. Georgia Tech complies with all applicable laws and regulations governing equal opportunity in the workplace and in educational activities.

Georgia Tech prohibits discrimination, including discriminatory harassment, on the basis of race, ethnicity, ancestry, color, religion, sex (including pregnancy), sexual orientation, gender identity, gender expression, national origin, age, disability, genetics, or veteran status in its programs, activities, employment, and admissions. This prohibition applies to faculty, staff, students, and all other members of the Georgia Tech community, including affiliates, invitees, and guests.

Further, Georgia Tech prohibits citizenship status, immigration status, and national origin discrimination in hiring, firing, and recruitment, except where such restrictions are required in order to comply with law, regulation, executive order, or Attorney General directive, or where they are required by Federal, State, or local government contract.

Full Policy: <https://www.policylibrary.gatech.edu/employment/equal-opportunity-nondiscrimination-and-anti-harassment-policy>

Open Records Act

As a public institution, Georgia Tech is subject to the Open Records Act (ORA), O.C.G.A. § 50-18-70 et seq. The law requires that Georgia Tech make available for public inspection public documents within three business days of receiving a request. In response to an ORA request, Georgia Tech will allow the requester to view public documents and, for a fee, make copies.

For the purposes of the ORA, public documents include: All documents or other records (including video, audio, or electronic records) prepared or maintained by Georgia Tech, as well as documents prepared or maintained by its employees as part of their job responsibilities. For example, employee notes of official University business (e.g., notes of meetings) are public, not personal, documents. The ORA includes “computer based or generated information” within the definition of a “public record.” This includes, for example, e-mail and logs kept on a server.

Hiring and Hosting Talent

If you wish to hire a staff member, student, temporary employee, faculty, or other employment classification, please contact IMS HR for next steps. For any hire, the employee must complete all paperwork before starting to work.

Hiring non-US citizens/non-permanent residents requires extra approvals and processing times. This can be many months, or even a year. All necessary approvals must be obtained before the employee starts work. IMS HR can advise on the steps and process.

IMS routinely hires “Affiliates.” Affiliates are unpaid guests of Georgia Tech who require access to our campus facilities and/or internal IT systems. The main cases where we process Affiliate hires are: 1) external users to IMS facilities, 2) visiting researchers from other universities or companies coming to GT to collaborate on a research project, and 3) vendors who need after-hours access to our labs to complete a repair or installation. The Affiliate process can take several weeks, or longer if the individual is a non-US person. IMS HR can assist with the Affiliate hiring process.

Situationally, Georgia Tech may also sponsor a visa for an incoming employee or affiliate. Depending on the nature of the visa or the visit (for example, if this is an employment visa or a visitor visa), the supervisor/host may need to take training or certify compliance with visa regulations.

Payroll

The pay schedule for monthly (exempt) and bi-weekly (non-exempt) employees is found at: <https://hr.gatech.edu/payroll/>

Payroll for monthly employees is deposited on the last working calendar day of the month.

Bi-weekly employees are required to report their time through OneUSG. Supervisors of bi-weekly employees are required to approve their employees' time through OneUSG. Time reporting and approval is a shared responsibility. Failure to report your time, or failure to approve reported time, could result in delayed payment to the employees. IMS will send reminders each pay period to report and approve your time, but ultimately it is up to the employee and their manager to fulfill their respective time reporting obligations.

Signature Authority

Georgia Tech employees are not permitted to sign contracts on behalf of Georgia Tech unless explicitly given written permission from the President of Georgia Tech.

In the course of your role at IMS, you may be asked by an external party to sign a document for Georgia Tech. For example, you may be asked by a sponsor to sign a nondisclosure agreement (NDA), or asked by a vendor to sign a quote. These documents, and others, have approval channels at GT to route these to authorized signatories, and staff who frequently work with such documents are familiar with these channels. If you receive a request to sign something and are not sure how to route it or who should sign it, please reach out to the Associate Director – Admin & Finance for guidance.

Employee Resignation and Retirement

Employees leaving IMS for other opportunities, or due to retirement, should give their supervisor at least two weeks' notice. The supervisor will work with the employee to ensure a successful transition. During the transition period, the employee should document their in-process and outstanding items, as well as other important information relevant to their role.

If you are leaving IMS, please send an email to your supervisor, with CC to IMS HR, with the last date of employment listed. If you are leaving for another GT unit or for another USG institution, let IMS HR know during the initial notification since this impacts your offboarding.

If you are retiring, let IMS HR know and visit the GT Benefits page on retirement (<https://benefits.hr.gatech.edu/retirement/>). There are additional forms you'll need to fill out, and you'll need to schedule a meeting with GT HR.

Research Administration

Proposal Preparation and Submission

IMS offers both pre- and post-award proposal support for proposal submissions that are both multi-investigator (3+) and multi-unit (3+). IMS does not support single-faculty or single-unit submissions, except for those where an IMS employee is the Principal Investigator (PI) and for IMS Specialized Services Agreements. Single-faculty/single-unit submissions are typically managed by the home school of the investigator. IMS reserves the right to recommend that a proposal is processed through another unit.

Proposal Lead Time

At a minimum, PIs should notify IMS finance at least three weeks before the sponsor due date. However, proposals requiring additional complexities, like subawards, cost-sharing, and extensive equipment quotes, require additional processing time and need more than three weeks' notice. Additionally, such proposals typically require the involvement of other campus units outside of IMS. The best practice is to notify the IMS Finance Office as soon as you intend to submit a proposal.

PIs and proposing teams should remain engaged throughout the proposal submission. Delays in responses/information from proposing teams, or changes to proposal circumstances that are not communicated to the IMS Finance Office, could delay or jeopardize your proposal submission.

Support Expectations

The IMS Finance Office will provide support for:

- Pre-award: Review proposal/solicitation requirements, develop timelines, communicate budget and document requirements to subawardees, prepare GT budgets, solicit cost-share approvals, route to GT Office of Sponsored Research (OSP), work with OSP on submission.
- Post-award: Set up your account in Workday, set up subaccounts for other involved faculty, set up subawards with other institutions, reconcile accounts, process transactions, provide balance reports, verify compliance.

PIs are expected to:

- Complete auxiliary documents (like Biosketches, Current & Pending Support, etc.), communicate budgetary requirements, adhere to stated deadlines, submit sponsor deliverables, actively participate in the cost-share request process.

The importance of deadlines cannot be overstated. There are many hands and units involved in even a standard proposal submission. We have had proposals submitted late to the sponsor because of late document delivery from the proposing team. If a proposing team misses a deadline, it fully accepts any risk that the proposal deadline itself may not be met.

Proposals Involving IMS Facilities

Submissions proposing the use of IMS facilities beyond the standard the shared-user agreement relationship require IMS Leadership approval before submission. For example, if your submission proposes that you will use the IMS facilities via the standard pay-for-use model, no pre-approval necessary. On the other hand, if your submission proposes equipment purchases to be placed in IMS facilities, the use of IMS-managed space, or the hiring of shared-user facility

engineers, IMS Leadership must be informed. It is the responsibility of the Principal Investigator to inform the IMS Executive Director and the IMS Deputy Director of such submissions.

Specialized Services Agreements

Specialized Services Agreements (SSAs) are the contracting vehicle through which external organizations can use the IMS core facilities. If the external organization wishes to send their employee or agent to Georgia Tech campus to directly use the facilities (as opposed to having Georgia Tech staff carry out the work for them), then the organization must also have appropriate Affiliate access in place.

An external organization must have a signed SSA in place before they can use the IMS core facilities. Georgia Tech faculty and staff who have separate, non-Georgia Tech affiliated activity (like a startup) must have an SSA in place before using the facilities. In these instances, as part of the SSA process, the faculty/staff may be asked to provide details on their Conflict of Interest reports to ensure that the proposed facility use has been reported.

Responsible Conduct of Research (RCR) Compliance

The Georgia Tech Responsible Conduct of Research (RCR) Compliance Policy requires undergraduate students, graduate students, postdoctoral researchers, faculty, and staff receiving re-search funds or who participate in research activities funded by PURA and certain covered awards to complete RCR training. Georgia Tech's Policy is intended to comply with the requirements of the NSF, NIH, USDA, and NIFA. The Policy can be found at <http://www.rcr.gatech.edu/compliance-policy/>.

Deliverables

Project reporting and other deliverable requirements are defined by proposals and contract negotiations. Care should be taken in proposals and at contract initiation to ensure a practical deliverables list and schedule. Deliverable requirements can only be changed via a contract modification. In particular, deliverables cannot be modified or deleted by mutual agreement of the principal investigator (PI) and the sponsor.

After project initiation, reports and other deliverables are the responsibility of project PIs. Since all deliverables are subject to federal audit, the Office of Sponsored Programs (OSP) monitors deliverables schedules and reports delinquencies. To ensure an adequate audit trail, OSP must receive copies of all reports and other deliverables. The mechanism for submitting deliverables to OSP is the WebWise online system described below.

Principal Investigators have the option of sending deliverables to sponsors themselves or having the WebWise system send them. Some sponsors may require that deliverables be submitted through their own online systems (e.g., research.gov). IT IS STILL NECESSARY TO UPLOAD A COPY OF EACH DELIVERABLE TO WEBWISE, so as to document its delivery and provide a copy for Georgia Tech files. It is easy to upload deliverables that have already transmitted to sponsors, or to send new ones, using the WebWise system:

- 1) Navigate to <https://webwise.gtri.gatech.edu/>. Faculty members may be asked to log in with their GT (Kerberos) ID and password. This is the same ID used for Techworks.
- 2) Click on "Contract Information System" in the "Quick Links" section of the left margin.
- 3) Click on the "Deliverables" tab on the top of the page.
- 4) Click on the "View/Submit project deliverables to OSP & sponsor."

- 5) Enter the Workday award number, such as AWD-XXXXXX, and press the “Find Contract/Award” button.
- 6) All of the deliverables for this project will now be displayed. If a date appears under the “date mailed” column, that item is considered to have been delivered. If there is no date, click on the deliverable and a page will be shown where the deliverable can be uploaded to OSP.

Visiting Researchers

Occasionally, IMS research centers and other areas within IMS host visiting researchers or visiting interns from other universities and from industry. The host PI should coordinate the visit with IMS HR. For all visitors in this category, whether US-persons or non-US persons, there will be HR paperwork needed to onboard the visitor. For non-US persons, there may be an added step of visa paperwork. There are several factors that can impact the lead time, but as a best practice, hosts should notify IMS HR at least six months before the planned visit. The host, the visitors, and the IMS Executive Director will need to complete onboarding paperwork for the visit.

Finance

Purchasing

Purchasing is handled through Workday or by using a State-issued credit card, known as a Procurement Card (PCard). The PCard is only used if use of Workday is not otherwise possible or feasible and can only be used by approved PCard holders.

If you need to place an order for goods, services, or equipment, see your area finance representative, or the Director – Business Operations, for additional details. All purchases must be within Georgia Tech purchasing guidelines. Keep in mind that larger purchases, like equipment, typically introduce additional complexities and require a much longer lead time to process.

If you need to place an order for goods, services, or equipment, see your area finance representative, or the Associate Director – Admin & Finance, for additional details. All purchases must be within Georgia Tech purchasing guidelines. Keep in mind that larger purchases, like equipment, typically introduce additional complexities and require a much longer lead time to process.

PCard Requirements

PCards are sparingly issued and must be approved by the Associate Director – Admin & Finance.

All PCard holders must complete an annual certification. The Georgia Tech PCard Office will provide the training material and certification dates.

PCard holders are responsible for complying with Institute and IMS PCard policies. Violations of PCard policy may lead to card suspension or even closure.

All purchases must be within policy. The full policy is located here:

<https://procurement.gatech.edu/purchasing/pcard>

Some PCard policy highlights are:

- PCard requisition form must be completed and fully approved before the transaction takes place. The approved requisition form must be included with your backup documentation in Workday.
- No split transactions. A split transaction is when a cardholder – either accidentally or intentionally – uses their PCard multiple times at the same vendor at the same time. For example, if your transaction limit is \$1,000, but you are signing up three staff members to attend a conference at \$500/each, the cumulative amount of your conference registrations is \$1,500, above your \$1,000 limit. When you have a need to exceed your transaction limit, submit a Single Transaction Limit request through Workday.
- No food purchases.
- No personal purchases.
- No travel, entertainment, gift cards, cash advances, or gifts.
- No Georgia sales tax. If a vendor erroneously charges tax, every effort should be made to obtain a credit from the vendor. Documentation of attempts to obtain credits should be maintained with the transaction receipt by appending to the receipt. Please note: Sales tax may not be disputed through the bank.
- No sharing of PCards. PCard purchases should only be made by the cardholder.

Travel and Travel Reimbursements

Pre-travel approval

For any trip an employee takes in the performance of official duties, and for which travel expenses will be reimbursed, an approved Spend Authorization must be in place.

The Spend Authorization is the electronic document, filed in Workday, either by the traveler or by IMS finance, that outlines the business purpose of your trip, the dates of your travel, and expected expenses, such as flight, rental car, gas, hotel, and/or meals. Once submitted, the Spend Authorization is approved by the employee, their manager, and departmental finance contact. The Spend Authorization must be fully approved before the trip takes place.

In cases where the trip is still for business purposes, but no reimbursement to the traveler is expected (for example, if someone is traveling to meet with a sponsor and the sponsor is paying for the trip), a Spend Authorization should still be put in place, using a cost of one cent.

International Travel

As part of the spend authorization process for international travel, the traveler must complete a questionnaire in Workday. This questionnaire should be submitted no later than thirty (30) days prior to the desired departure date for travel to a foreign country and 45 days for travel to countries under travel advisories or involving the shipment of equipment or biological materials.

Georgia Tech strongly recommends against, but does not prohibit, travel for the performance of official duties to countries where the U.S. Department of State has issued an official Travel Warning (a Travel Warning is distinct from a State Department issued Public Announcement), or where there is other reliable information of significant health or safety risks. The final decision about making a trip to such a country is up to the Traveler; however, Georgia Tech reserves the right to require the execution of an appropriate release or waiver before permitting such travel. This recommendation is directed toward individual Travelers in the following categories: faculty, staff and graduate students. Faculty and staff taking students on international travel will require prior approval from Office of International Education.

Prior to international travel, faculty should become aware of applicable export laws, regulations and risks associated with international travel.

Direct Billing of Airfare

Reimbursements can only be issued to travelers upon completion of the trip. This means that for large advance purchases, like buying a flight for an upcoming trip, and that traveler cannot seek reimbursement until after the trip is finished. For this reason, we strongly recommend that all travelers work with IMS Finance to direct bill their airfare. This allows Georgia Tech to directly pay for the traveler's flight, rather than forcing the traveler to wait on a reimbursement.

Personal/Vacation Time Associated with Business Trips

Sometimes, employees wish to extend a Georgia Tech business trip to include vacation time. In such cases, this should be clearly noted during the Spend Authorization Process (ex., write that January 1 – 5 are business days and January 6 and 7 are personal days). Georgia Tech does not reimburse personal/vacation expenses. It is the responsibility of the traveler to obtain sufficient documentation prior to the trip to document the business cost vs. personal cost. For additional details and assistance, contact the IMS Finance Office. Common examples include:

- Flights: If you are extending your flight dates to include vacation time, you should have a comparison itinerary available to show the cost of the business flight vs. the cost of flight including vacation time. If you are traveling for a conference, and the dates of travel for the conference would have been March 5 – 8, but are choosing to return on March 10 for vacation purposes, you should have two itineraries: a March 5 – 8 flight, showing the total cost of the flight, but also a March 5 – 10 itinerary, showing the total cost of the flight. If there is any increase in flight cost to accommodate the vacation days, the traveler should pay the difference. The itineraries also should be obtained at approximately the same time.
- Rental Car: Similarly, Georgia Tech can only pay for business days for a rental car. If a traveler extends a car rental for vacation days, the traveler should pay the cost of those vacation days.
- Hotel and Meals: The traveler is responsible for hotel and meal costs associated with personal days.

Non-employee Travel

Sometimes, IMS pays for travel for non-GT employees. For example, we may invite a guest speaker from another university to give a lecture at IMS, and offer to pay for the speaker's travel expenses. If you are involved in offering to pay for travel for a non-Georgia Tech employee, please loop in IMS Finance at the beginning of the process, so that the Finance team can communicate policies and procedures to the visitors, and confirm availability of funding to support the travel expenses.

Travel Reimbursement

Travelers must keep and submit all receipts associated with travel. Receipts for meals, however, are not necessary. Meals are paid on a per-diem basis. The per-diem depends on the location of travel.

Travelers should submit all expenses for reimbursement and reconciliation within 10 days of the completion of the event or trip but no later than 45 calendar days. Expenses submitted more than 60 calendar days after completion of the trip or event, if reimbursed, may be considered taxable income. The traveler will be required to sign an oath attesting to the accuracy and completeness of the claim for travel reimbursement.

The IMS Finance Office can submit a travel expense report for you, upon submission of receipts.

Non-Travel Based Expense Reimbursements

In general, employees should follow approved purchasing methods (Workday and PCard) for any Institute purchase. However, there are a few exceptions where the employee may be responsible for paying with their own funds and submitting a reimbursement request. These exceptions include:

- Meals. An employee may be responsible for paying for a business lunch or dinner.
- Emergency weekend purchase. An employee may need to purchase an item that is not allowable on GT PCard over the weekend.

In all instances, prior to making the purchase, the employee should seek approval from their supervisor and IMS Finance. Reimbursements for goods and supplies should only be made for small dollar items less than \$500 where it is not practical or possible to make the purchase using standard institute procurement processes. Purchases over \$500 that have not been

approved by the Director of Procurement may be classified as personal purchases and may not be reimbursed.

Miscellaneous Travel Information

All staff traveling on behalf of Georgia Tech should keep in mind the following information. If you have any questions about travel procedures, please contact the IMS Finance team.

- It is **always** preferred for us to direct bill your airfare, rather than have the traveler pay for a flight and then seek a reimbursement.
 - o Another reason to always direct bill your flights: if your flight is cancelled or if there is a change resulting in a flight credit, the flight credits will automatically go back to GT. If you purchase a flight yourself which is the cancelled, the flight credit goes back to you personally, and we cannot reimburse it. Flights should also not be booked using personal flight credits as they cannot be reimbursed.
- Business Class airfare is generally not reimbursable except for under specific circumstances, such as flight length or for medical reasons. The IMS Finance office can provide additional details.
- Travelers should not use services like AirBNB or VRBO. The State Accounting Office prohibits the use of domestic lodging in any private residence, even when it presents cost savings. International travel is exempt from this requirement.
- Georgia Tech has contracts with Hertz and Enterprise for car rentals. These must be used.
 - o Enterprise is for car rentals that originate in Georgia.
 - o Hertz is for car rentals that originate at an airport location, which is usually out-of-state.
 - o If booking directly through the car companies, you will need to ensure that the Georgia Tech corporate code is applied. The IMS Finance office can assist with this. Alternatively, if your car rental is being booked through Travel Inc, the corporate code will automatically be applied.
 - o Aside from being a state requirement, this is really important for insurance purposes. If your vehicle is involved in an accident or otherwise damaged, it is critical that the correct corporate code is applied. We have had instances where the code was not applied and the car rental companies sought payment from the traveler directly. Always make sure the codes are applied.

Electronic Workload Assignment Form (eWAF)

All employees should review their eWAF each month. The eWAF breaks down the funding sources used to pay your salary.

This is particularly important for employees whose salaries are partially or fully covered by sponsored funds. For sponsor-funded employees, their level of time charged to a given sponsored award should correlate to their level of effort actually spent working on a sponsored award. For example, if an employee spends roughly 4 hours/week (10% effort) working on a given project, but that project is covering 90% of their time, there is potentially an audit issue. If you see any discrepancies with your eWAF, please inform IMS finance.

All employees, both sponsor-funded and non-sponsor-funded, should review this document monthly. The link to review eWAF is: https://webapps.gatech.edu/cfeis/ewaf/ewaf_login.cfm

Annual Statement of Reasonableness

Each July or August, employees whose salaries are partially or fully sponsor-funded during the previous fiscal year will be asked to review and certify the total amount of their salary charged to sponsored awards during the previous year. The certification link and instructions are typically sent out by Georgia Tech's Grants & Contracts office and IMS finance. Employees should review and certify this by the stated due date.

Georgia Tech Fiscal Closeout

Georgia Tech's fiscal year runs from July – June. Our fiscal year closeout period starts each spring, running through June. During this time, as we get closer to June, there are purchasing restrictions, system closures, and other limitations introduced so that we can close out our fiscal year. IMS Finance will communicate these deadlines to the IMS Staff List and will send reminders as the deadlines approach. Please follow these deadlines. We are unable to grant exceptions.

Building and Facilities

Overview

IMS staff are primarily located in the Marcus Nanotechnology Building and Pettit Microelectronics Building, though we also have staff in other buildings across campus. IMS manages and is responsible for the operations of the Marcus and Pettit buildings. Staff should adhere to the policies and procedures of the buildings in which they reside.

Building Help

Staff reporting building issues, or requesting help with building issues, should email ims-building@gatech.edu for assistance. A member of the building team will promptly respond to your inquiry. Examples of things you may need to report include locking yourself out of your office, mess in a common area, requesting Buzzcard access for an external user, or lights out in your office.

Shipping & Receiving

Staff who wish to ship a package out should complete a Shipping Request Form, including worktag information, and send the form to the ims-building@gatech.edu inbox. The package can be brought to either the Marcus front office or to Pettit Room 105. Shipment requests without a completed shipping request form will not be processed.

Packages dropped off at the Marcus/Pettit desks by 11am can be picked up by the delivery service the same day. Packages dropped off after 11am will go out the next day. If the package must go out that same day, but it is after 11am, you can take the package to a nearby UPS/FedEx store or dropbox. Larger packages need to go to stores, since they won't fit in a dropbox.

Please **do not** give out the IMS UPS or FedEx account numbers without the prior knowledge and consent of the building staff.

There are package reception areas in the Marcus and Pettit buildings. Staff should pick up their packages in a timely manner. The building team will notify recipients of package deliveries.

Conference and Meeting Rooms

IMS operates large conference rooms and smaller meeting rooms. Conference rooms are available to the campus community, while meeting rooms are reserved for IMS staff and building residents.

Reservations are required to use these rooms. In the event of a reservation conflict (for example, you want to schedule a meeting in a room, but someone else already has it booked), it is the responsibility of the event host to work with the other event host to discuss a possible solution. IMS building staff does not manage/coordinate reservations for room users.

For all rooms, please make sure to clean up after yourself. If you find that your reservation is no longer needed, please cancel your reservation so that someone else can use it during that time. Staff who are found leaving the rooms messy, or who no-show reservations, may have their reservation privileges suspended.

Conference Rooms (Marcus 1116, 1117, 1118 and Pettit 102A and 102B) are reserved through the Georgia Tech Event Management System, hosted at <https://gtevents.gatech.edu/emswebapp/>

Room reservations are not confirmed until you receive a confirmation email. These conference rooms are available to all of campus and are in high demand. Please submit your reservation requests as early as possible. However, IMS staff and IMS events do get early booking privileges. For non-IMS events, we do not confirm rooms until 6 months out. IMS events can be confirmed at any time. Please contact the IMS Building Team for information on early confirmation.

Meeting Rooms (Marcus 1133, 2107, 3107, 4107 and Pettit 138, 139, 231A, 233, and 234) are reserved through SuperSAAS, hosted at <https://www.supersaas.com/schedule/IMS>

Room reservations for meeting rooms are instantly confirmed. You do not need to wait for a confirmation email.

Food at Events Hosted in IMS Buildings

The Marcus and Pettit buildings are used by groups from across campus to host events. These events will frequently include food, typically set up in our atriums or the meeting rooms directly. IMS staff should not take food from events unless explicitly given permission from the event organizers. Please do not congregate near the food tables for leftovers. If there is food left over, the event staff usually let our building staff know, who then let the staff know.

Similarly, IMS staff who are hosting events that include food should keep in mind that our buildings are ultimately publicly accessible with heavy foot traffic. A staff member from the event team should keep an eye on the food to make sure no unauthorized participants are taking it.

Hoteling Offices

IMS has a few offices in the Marcus building, and carrels in the Pettit building, available for staff to reserve if they need an office. For example, a staff member who primarily teleworks and doesn't have an assigned office may need a touchdown space for an on-campus meeting, or a visiting speaker for an IMS-hosted event may need an office for the day.

Information on reserving these spaces can be obtained by contacting ims-building@gatech.edu.

Copier Machines

IMS has copier machines located in the Marcus building and in the Pettit building. Staff can use these copiers to scan, copy, and directly print from their computer. For assistance mapping your computer to the copiers, contact ims-building@gatech.edu.

Emergency Preparedness

IMS works with campus to maintain and annually update an Emergency Response Plan for its buildings, known as a building Redbook. The Redbook for the Marcus building is stored in the atrium. The Redbook for the Pettit building is stored at the main entrance, with additional copies on the cleanroom level lobby by the elevator, and on the wall in the second-floor main corridor. An electronic copy of the redbook is on the IMS Staff Resources webpage.

Some key information from the Redbook:

Evacuations – in the event of an evacuation (such as a fire alarm), all building occupants are to evacuate the building, using the nearest emergency exit/stairwell. Do not use an elevator. Head straight to your assigned evacuation assembly area. No one is permitted to re-enter the building until given the all clear by emergency personnel.

- Marcus assembly area: Across Ferst Dr NW at Visitor Lot #4, in front of Howey Physics
- Pettit assembly area: Across the street, in the Mason courtyard area

Severe Weather Shelter-in-Place – All building occupants are to proceed to their severe weather shelter area or seek shelter inside interior rooms and hallways on the lowest floor of a building, until notified by Institute officials that it is safe to leave.

- Marcus: basement elevator lobby area
- Pettit: basement hallway

First Aid Kits Locations

- Marcus: 1st floor reception desk, 1st floor elevator, 1st floor cleanroom entrance, 3rd floor elevator, inside inorganic cleanroom 1279
- Pettit: Copier Room, 1st floor main entry, cleanroom next to elevator, 1st floor hallway next to Room 149, interior hallway of cleanroom

Departmental Vehicles

IMS has a departmental truck and departmental golf cart available for business use. To use either vehicle, the employee must have Defensive Driving on file with IMS, a signed Motor Vehicle Acknowledgement, and a valid driver's license. The IMS Building Coordinator maintains these departmental files, can provide copies of the forms and trainings, and can provide instruction on how to reserve the vehicles.

Building Hours

The Marcus Building and Pettit Buildings are unlocked from 8a – 5p, Monday - Friday. If you need to access the building outside of those hours, you will need to scan your Buzzcard. All employees should have Buzzcard access to these buildings. If you don't, please reach out to ims-building@gatech.edu for assistance.

Office Trash and Recycling

The Marcus and Pettit buildings participate in the GT AWARE program. Under the AWARE program, workstations, desks, and office spaces are required to empty their own trash and recycling bins into the centralized locations within the building. Employees should empty these on a regular basis so that trash doesn't accumulate.

IMS Core Facilities

IMS operates shared-user, fee-based facilities at Georgia Tech. At a high level, there are two main core facilities, each with several subfacilities. One facility focuses on Fabrication, and the other on Characterization.

The IMS Fabrication facilities include the Micro/Nano Fabrication Facility, Biocleanroom, and Laser Micro-Machining Lab.

- **Micro/Nano Fabrication Facility:** The southeast's largest core research laboratory, located in several buildings at Georgia Tech. This facility includes more than 28,500 square feet of cleanroom space. These cleanrooms are used for electronics, MEMS, photonics, and materials research.

- **Biocleanroom:** The biocleanroom is a combination of class 1000 cleanroom and bio-safety level II lab. This combination allows for contamination-free bio-related fabrication and manufacture.
- **Laser Micro-Machining Lab:** The Laser Lab focuses on the applications of lasers and plasmas to problems in energy, transportation, security, and measurement, with a particular emphasis on femtosecond light pulses and the user of high-power laser technology.

The IMS Characterization facilities include the Materials Characterization Facility, Mechanical Properties Characterization Facility, Organic Materials Characterization Laboratory, and AI Manufacturing Pilot Facility.

- **Materials Characterization Facility:** The MCF is the core facility for materials analysis at Georgia Tech. It includes the microanalysis suite in the Marcus Nanotechnology Building and is one of the most advanced facilities of its kind in the nation.
- **Mechanical Properties Characterization Facility:** A core facility that supports education and research programs related to process-structure-property relations in structural materials.
- **Organic Materials Characterization Laboratory:** A core facility that focuses on the analysis of the molecular properties of polymeric and organic materials
- **AI Manufacturing Pilot Facility:** A state-of-the art translational center for developing the “factory of the future”.

Safety in Core Facilities

Safety is our number one priority for anyone in a core facility. All personnel should always follow the facility’s safety protocols. For some facilities, you will be required to take safety training before entering the lab. If you have any questions regarding the safety protocols, please contact the facility’s director or a core facility staff member.

Visitors to Core Facilities

Occasionally, staff members wish to bring visitors to our core facilities. Examples of past visitors include meeting attendees from external organizations, vendors, and Georgia Tech staff from units outside of IMS. Before bringing a visitor into a core facility, check with the respective facility manager on their visitor policy to ensure the visit is approved. Please give as much notice for these visits as possible. Same-day or rush visits may not be approved.

Use of Core Facilities

In our facility billing system, an IMS staff member accessing our core facilities in their capacity as an IMS staff member, such as someone going into the lab to maintain or install tools, does not incur a charge. In other word, we don’t charge ourselves to maintain our own labs.

However, some IMS staff members support research projects. Research projects are charged fees for core facility use. For example, a Research Engineer may spend part of their time developing processes for general operations, at the direction of the facility manager, but spend another part of their time supporting a faculty-directed research project. The staff member should log in under the appropriate Billing Group when entering the facility to ensure that bills are correctly generated.

Similarly, if you are requesting materials, services, or supplies for a directed research project, or for non-general use core facility activities, those purchases should be charged to the appropriate Worktag.

For any questions about this, see the respective core facility director.

Personal Use of Core Facilities

Staff members who wish to use IMS core facilities for non-Georgia Tech purposes, such as a startup that you are involved with, should discuss this access with the facility manager before using the facility in this manner. You will be asked to file a Conflict of Interest notification, and you will be required to set up a contract, including insurance, to govern your use of the facility. Unauthorized personal use of the facilities is not permitted.

Information Technology

Overview

IMS provides IT support for its staff, faculty leaders, and core facilities. All IT requests should be submitted to support@oit.gatech.edu. Non-employee, but IMS-affiliated, stakeholders like Marcus/Pettit building residents or students in IMS research centers are supported by their home academic units.

Purpose and Use of Accounts

IMS computer and network resources are provided for the use of IMS students, staff, faculty, and facility users in support of IMS's mission. All users are responsible for seeing that these resources are used in a conscientious, ethical, and lawful manner.

- GT-issued computers, accounts, and resources are owned by the Institute. These are only to be used for Institute-related activities. All resources should be used only for the purpose for which they were assigned and are not able to be used for commercial purposes or non-Institute related activities.
- Accounts are for individual use only. They are not to be shared. The individual is responsible for proper use of the account, including password protection.
- Programs and files are confidential unless they have been explicitly made available to other users. Computer Support personnel may access others' files when necessary for maintenance of the system. When performing maintenance, every effort is made to ensure the privacy of the user's files.

Software Licenses

Software installed on Georgia Tech-owned machines should have the appropriate license and permissions, consistent with its use, prior to being installed on said machine.

Transporting IT Assets to Offsite Locations

Staff may need to regularly take Georgia Tech-owned IT assets, such as laptops or cell phones, to offsite locations for work purposes. Each employee is required to annually fill out an Equipment Loan Agreement, documenting the assets they intend to take offsite. This form should also be filled out when new assets are assigned. The IMS IT team can help with set you up with these agreements.

Data Security

The safety and security of our data is a major concern of the Institute.

If sensitive data is sent out over email to any party that was not the intended recipient, the event should be reported to IMS IT immediately so an appropriate remediation plan can be set in place.

Georgia Tech's Computer and Network Usage and Security Policy (CNUSP) provides the guiding principles for the use of IT Resources at Georgia Tech. It is the policy of the Institute that its IT resources be used ethically and legally, in accordance with applicable licenses and contracts, and according to their intended use in support of the Institute's mission. Faculty, staff, and students are expected to behave in an ethical and professional manner when using IT Resources. <http://www.policylibrary.gatech.edu/computer-and-network-usage-and-security>

Georgia Tech employees have a responsibility to uphold the confidentiality of Georgia Tech data. Additionally, employees should only access data which they are authorized to access. Some data types are protected, confidential, or secure, and employees should not access this information without prior clearance. If you have any questions about your data privileges, please see the IMS Academic & Research IT Engineer. Attempts to access data without the required prior approval may be reported to Georgia Tech's Office of Information Technology and/or Office of General Counsel.

Disclaimer

It is recognized that computer systems may fail and system security may be breached. IMS accepts no liability for the accidental loss of data or other complications caused by machine failure or account violation.