

Data Security Checklist & FAQs for PIs

Note to PIs about Data Security

In the course of your research, you may collect, generate, or access confidential information. In addition to federal and state laws and regulatory requirements, special data security requirements may exist as a term and condition of applying for a sponsored award. To assist you in complying with confidential information and/or data security requirements please review the [Data Security Checklist](#) and [Frequently Asked Questions \(FAQs\)](#).

For additional information, please review the [Secure Computing Principles](#). Please note that it is critical to identify what kind of confidential data you have and the [regulatory and organizational requirements](#) for securing it.

You should also carefully review the [standards for securing your data](#) if you are in one of the University's Health Insurance Portability and Accountability Act (HIPAA) covered components and work with electronic Protected Health Information ([ePHI](#)). The University covered components are the School of Medicine, the School of Nursing, Yale University Health Services, the Department of Psychology clinics, and the Group Health Plan. Information about HIPAA and [ePHI](#) is available on-line at <http://hipaa.yale.edu/>.

Most costs for data security are indirect expenses. Such costs are included in the University facilities and administrative (F&A) rate. Some data security costs however can be charged to sponsored awards as direct costs in certain circumstances. For more information on the circumstances when direct charging is permitted see 'cost estimates' at (http://yale.edu/its/secure-computing/data/compliance/cost_pyramid.pdf). If you have questions on estimating direct data security costs in a proposal for a sponsored activity you can contact an ITS Relationship Manager as follows:

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