AI Research Data Upload Approval Form (19-33a)
To be submitted for Institutional Research Purposes

Section 1: Requester Information

1. Name: _____
2. Department: _____
3. Position: _____
4. Contact Email: _____
5. Date of Submission: _____

Section 2: Purpose of this Research

1. Brief Description of Use Case:

   (Explain the institutional problem or question being addressed)

2. Expected Benefits to the Institution:

Section 3: AI Tool/App Details

1. Name of AI Platform: _____

2. Justification for Tool/App Selection:

   (Why is this AI tool necessary vs. traditional methods?)

Section 4: Approvals

1. Researcher Attestation:
   "I confirm this AI tool will not be used for automated decision-making affecting individuals."

   Signature: _____ Date: _____

2. Supervisor and Vice President Approval:

   Signature: _____ Date: _____

   Signature: _____ Date: _____

Approved: 10/28/25

3.   IT /IR Security Officer Review:

Signature: _____ Date: _____

(See reverse for Additional Requirements and Notes)

Section 5: Additional Requirements

Section 6: Notes:

- All AI tools must comply with North Central State College's *AI Use Policy (19-33)*.

- Data deletion must be confirmed in writing within 30 days of project completion.

- Unauthorized reuse of this approval for other projects is prohibited.

Approved: 10/28/25