**VIPR-GS Research Center**

**Useful Information for Faculty**

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# Publication Acknowledgement Statement

Include the following acknowledgment statement on all VIPR-GS funded publications:

Acknowledgment: This work was supported by Clemson University’s Virtual Prototyping of Autonomy Enabled Ground Systems (VIPR-GS), under Cooperative Agreement W56HZV-21-2-0001 with the US Army DEVCOM Ground Vehicle Systems Center (GVSC).

# Publication OPSEC Review

OPSEC review is required prior to any publication intended to be shared outside the GVSC sponsor or the Clemson project team.

* OPSEC requests are submitted through **your GVSC project stakeholder** (GVSC quad partner)
* Copy the following people on all OPSEC requests:
	+ Jeff Linden (rlinden@clemson.edu)
	+ Karen Schihl (karen.l.schihl.civ@army.mil)
	+ Thomas Skorupa (thomas.m.skorupa.civ@army.mil)
	+ Andrea Simon (andrea.m.simon.civ@army.mil)
* All OPSEC requests should be made no later than four (4) weeks prior to your requirement.

**You should never publish anything other than Distribution Statement A.**
You need to make changes to your publication and request additional review if your OPSEC review results in anything other than Distribution Statement A.

# Publication Distribution Statement

Distribution Statement A

* Prior to OPSEC approval, submit the document with the statement below in the footer:
"DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited. OPSEC# (*Pending, NOT approved for Release*)"
* Replace the italicized text with your OPSEC number once the document is approved:
"DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited. OPSECXXXXX"

You should never publish anything other than Distribution Statement A.

# Templates

VIPR-GS uses standardized templates for project presentations and technical status reports (TSRs).

* Presentation Slide Template — [**Click here**](https://clemson.box.com/s/uorbo8s1c5fz9vqkvphvseb5rljkjrnx) to view and download the project presentation slide template
* Technical Status Report Template — [**Click here**](https://clemson.box.com/s/nxpl35xb94i2zc6pe1ehzpvgmgryicxa) to view and download the TSR template

# Research Associates/Hiring

**All students retained against VIPR-GS need to be ‘hired’ into the VIPR-GS Center**. We have had issues with departments hiring the students and VIPR-GS learning about it after the fact.

* All VIPR-GS Center GRA students will be hired on a 12-month Graduate Contract (this includes the expectation for summer research along with taking six academic credit hours)
* All VIPR-GS Center GRA students hiring will be capped at a rate of $32k/year
* All VIPR-GS Center GRA students are required to create a poster for the VIPR-GS Annual Review
* All VIPR-GS Center GRA students are required to actively participate in the VIPR-GS Annual Review

To hire a VIPR-GS GRA complete the **VIPR-GS Hiring Form (click here)** and then email the form to Kristy Dickinson; **dickin7@clemson.edu**.

Students from all non-embargoed countries are welcome to support VIPR-GS research efforts.

**However, GVSC prefers to not actively recruit:**

|  |  |
| --- | --- |
| Students from embargoed nations* Russia
* Belarus
* Cuba
* Iran
* Syria
* Iraq
* Ukraine
* People’s Republic of (North) Korea
 | Students from China, especially with past relationships with the 7-sons* Northwestern Polytechnical University
* Harbin Engineering University
* Harbin Institute of Technology
* Beihang University
* Beijing Institute of Technology
* Nanjing University of Science and Technology
* Nanjing University of Aeronautics and Astronautics
 |

# Research Associates Training

VIPR-GS requests Clemson Security Assurance Director to enroll all new team members in:

* Clemson University Insider Threat Awareness
* Clemson University CUI/CDI Overview
* Information Security Awareness

# Procurement

**IT Procurement**
Per Clemson IT policy, ALL IT procurement must go through CCIT.

**Other Procurement**
Other procurement should be processed through your home department – after funding availability verification through VIPR-GS finance. VIPR-GS does not have a departmental P-card nor are we staffed to support all procurement efforts.

# Equipment/Property Book

Tracking is required for all equipment greater than $5,000, including an annual requirement.

* VIPR-GS asset tagging
* Property of Federal Government tag

Database includes:

|  |  |  |
| --- | --- | --- |
| * requester
* requisition order number
* purchase order number
* invoice number
* accounting project number
* principal investigator
* vendor
* purchase date
 | * asset name
* asset short description
* manufacturer
* model
* acquisition cost
* date received
* received by
* item serial number
 | * asset tag number
* responsible individual
* accountable individual
* location
* inventory date
* last inventoried by
* date retired
* disposition
 |

# GVSC Alliance Global Calendar

GVSC has created a**Ground Vehicle Alliance Global Calendar** where they track all project meetings and events for all schools included in the GVSC Ground Vehicle Alliance. This calendar is available to GVSC research personnel, i.e. your GVSC quad members.

**All meetings, presentations, and VIPR research events where VIPR research will be discussed should be included on the calendar.** This includes, but is not limited to, outside meetings, seminars, and other presentations like GVSETS, SAE WCX, etc.

**Please invite the VIPR GS (****viprgs@clemson.edu****) calendar to all your research team meetings, including the MS Teams or Zoom meeting links.** This is as simple as adding the VIPR GS email (**viprgs@clemson.edu**) to your meeting invitations. This will update your meeting on our internal VIPR GS team calendar in Outlook and VIPR staff will then be able to upload the information to the GVSC Alliance Global Calendar. You will also need to update VIPR staff regarding any additions, changes, or deletions.

# Clemson’s Data Classification Based on Contract Requirements

Internal Use

* The data is not Confidential or Restricted but not generally available to the public.
* A breach of confidentiality, integrity, or availability could have minimal adverse impact on the University’s mission, safety, finances, or reputation.

As a result of the Internal Use data classification

* University (CCIT) hosted cloud file storage is acceptable, including:
* CU Personal Drive, CU Department Drive, BoxSecure Folder, SecurePoint Site, Clemson Box, Clemson Microsoft OneDrive SharePoint, and Clemson Google Drive

# CCIT Endpoint Encryption Mandate

Windows Desktops and Laptops:

* Windows machines should have the Trend Full Disk Encryption Agent for Microsoft BitLocker installed. This agent uses the native Microsoft BitLocker to secure hard disk data while securely backing up the encryption key to the protected Trend Encryption database managed by OIS. The data is not Confidential or Restricted but not generally available to the public

Apple Desktops and Laptops:

* Apple computers should have the Trend Full Disk Encryption Agent for Apple FileVault installed. This agent uses the native FileVault application to secure hard disk data while securely backing up the encryption key to the protected Trend Encryption database managed by OIS

Linux Desktops and Laptops:

* Existing Linux installations should have, at minimum, the /home and /swap partitions encrypted with a utility such as encrypt-fs. All new installations of Linux should use the full system encryption option available during installation. This feature is available on most major distributions, including Fedora and Ubuntu

# GVSC Human Research Protection Office (HRPO)

**Sarah P. Rule, MPH, CCRP**
Research Ethics and Compliance Officer
Army Human Research Protections Office (AHRPO)
7700 Arlington Blvd, Room 2SW428C
Falls Church, VA 22042-5101
Direct: 703-681-5778
Mobile: 571-447-3208
Email: **sarah.p.rule.civ@mail.mil**AHRPO Email: **usarmy.ncr.hqda-otsg.mbx.otsg-ahrpo@mail.mil**

Also include Jane Gravely **jane.d.gravely.civ@army.mil** as the GVSC Human Protections Director

# VIPR-GS is a Drug-Free Contract and Clemson is a Drug-Free Workplace

Clemson recognizes that it is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance in the workplace. [**Clemson Policy**](https://www.clemson.edu/human-resources/supervisors/workplace-concerns/testing.html#:~:text=The%20illicit%20or%20unauthorized%20manufacture,any%20University%20activity%20is%20prohibited.)

As a condition of employment under VIPR-GS you:

1. Will abide by the terms of the statement and Clemson’s drug use policies; and
2. Must notify VIPR-GS Leadership in writing if you are convicted for a violation of a criminal drug statute occurring in the workplace and must do so no more than five calendar days after the conviction