AI Tool Use with Research

When AI tools are proposed for use in Lipscomb-authorized research, all tools require a risk assessment to be conducted by Information Technology's Cybersecurity team, and the office of General Counsel must approve any Terms of Service and Privacy policies for the tool.

When preparing your proposal for the IRB, please be aware of the following policy and guidelines for the use of AI at Lipscomb. (Lipscomb logon will be required to access these documents)

[Lipscomb's Generative AI Use Policy](#)

[Lipscomb's Data Handling Policy](#)

[AI Policy and Tool FAQ](#)

Process Overview:

Step 1: Check if your proposed AI tool is on the pre-approved list below. Note: You must be using a Lipscomb-provided account for each tool for it to be approved.
Step 2: If your tool is listed, proceed with your IRB proposal.
Step 3: If it is not listed, complete the following a minimum of two business weeks prior to needing a decision:
- Submit the [AI Tool Use Request Form](#) using your Lipscomb account. The Lipscomb Cybersecurity team will conduct a risk assessment of the tool and the proposed use case and notify you if a contract approval form is required. You will receive an email notification with a summary of the risk assessment's findings and the cybersecurity team's recommendations for leadership approval.
- Submit a [Contract Approval Form](#) if required to contracts@lipscomb.edu
Step 4: Submit documentation of tool approval with your IRB proposal

Approved Generative AI Tools

	University			Academy		
	Faculty	**Staff**	**Students**	**Faculty**	**Staff**	**Students**
Google Gemini	Approved	Approved	Approved	Approved	Approved	
Microsoft CoPilot	Approved	Approved	Approved	Approved	Approved	
Zoom AI Companion	Approved	Approved	Approved	Approved	Approved	
Grammarly	Approved	Approved	Approved	Approved	Approved	
BoodleBox	Approved	Approved	Approved	Approved	Approved	
Google Notebook LM	Approved	Approved	Approved	Approved	Approved	
MagicAI				Approved	Approved	Approved