

The University of New England recognizes the rapidly evolving landscape of AI and its potential impact on the classroom, on research, and on society at large. As an innovative, purpose-driven university, UNE fosters the responsible and ethical use of AI to transform teaching, learning, scholarship, and professional practice in positive ways, while never forgetting that UNE's educational environment remains and must remain fundamentally human centered. This guidance applies those commitments to the conduct of research and scholarship. In research, scholarship, and innovation, UNE supports the responsible and ethical use of AI, including generative AI based on large language models. Policies and guidelines governing ethical AI use are evolving quickly across federal funding and oversight agencies, scholarly journals, and academic institutions. Faculty, professional staff, and students need to be aware of emerging guidance on using AI tools to write and review manuscripts, papers, and grant proposals. As these policies develop and our understanding of AI tools improves, the Office of Research and Innovation will provide additional updates and guidance on the use of AI tools in research and scholarship.

This guidance applies alongside UNE's Institutional AI Policy, the AI Acceptable Use Policy, and the AI Policy Guidance for Faculty, and it uses the definitions set out in the Institutional AI Policy. Where an enterprise private AI tool is licensed by UNE, researchers should use that tool, accessed with their UNE credentials, rather than a publicly available tool. Enterprise private AI tools carry contractual data protections that publicly available tools do not. Contact Information Technology Services (ITS) to confirm which tools are currently approved and for which data classifications.

Before starting a research project or activity that uses AI tools, discuss the appropriateness and associated risks of the technology with your co-investigators, collaborators, and the UNE Office of Research and Innovation (ori@une.edu). When evaluating the appropriateness and associated risks of using AI tools in research, consider the following:

1. AI-generated content raises questions relating to **intellectual property** and plagiarism. Inappropriate use of AI tools is included in federal definitions of **research misconduct**. Discuss the potential impact with the UNE Office of Research Integrity and Compliance and UNE Office of Sponsored Programs staff prior to use.
2. Many federal agencies, including funders (NIH, NSF) and regulators, use tools to detect AI-generated content. Be aware of these tools and the potential impact on your research- and grant-reviewing activities.
3. Major funders (NSF, NIH, DOE) are increasingly requiring or requesting disclosure of AI use in applications.
4. Several journals and funders (e.g., NIH, Nature, Science) have released statements or policies banning the use of AI in peer review due to privacy/confidentiality concerns.
5. AI-generated content may be **biased** and/or **inaccurate**. It is critical to **validate** this content using other verified sources and to acknowledge introduced bias.
6. The use of AI tools raises concerns relating to **data security** and **privacy**. Do not place UNE data (or other federal or state-owned data) into an externally sourced generative AI tool. Doing so may make the

data publicly accessible and may create privacy and intellectual property concerns. Seek consultation from the UNE HIPAA Office and the UNE Office of Research Integrity and Compliance (oir@une.edu) prior to using tools that may or may not be appropriate for PHI (and HIPAA compliant).

7. When writing and developing manuscripts, be aware that journals and academic disciplines may have different requirements regarding the use of AI. As a general rule, any use of AI in manuscript creation should be **transparently reported**. Always check the specific policies and limitations of the journal you are targeting for publication.
8. Current consensus among the research community is that **AI tools cannot be listed as authors, because** they cannot take responsibility or accountability for the work, **assert the presence or absence of a conflict of interest**, or manage matters such as copyright agreements.
9. When using Generative AI for decision-making purposes in research, it is the user's responsibility to critique and evaluate AI output so that research decisions remain evidence-based.
10. Be transparent about AI use in your research. Transparency is essential to the principles of **rigor and reproducibility**. Standards for these can vary across disciplines and journals, so it is important to understand them before incorporating AI into your research.
11. Document your use of AI tools thoroughly. Good documentation, such as prompts used, model version, settings, and any fine-tuning, is becoming essential. Without it, reproducibility can be compromised.
12. The use of AI in data analysis is becoming increasingly common, with traditional data analysis software now offering AI tool packages. Users are advised to have adequate training in using AI for analysis, be aware of the terms and conditions of third-party AI providers, and consider potential data breaches, and security risks associated with AI tools.
13. It is important to understand the AI practices and policies of vendors, subcontractors, and collaborators. Contracts and agreements may require new or revised terms and conditions to ensure the ethical and responsible use of AI tools by collaborating organizations.

Resources and Recommended Reading

Using AI in Peer Review is a Breach of Confidentiality

<https://www.csr.nih.gov/reviewmatters/2023/06/23/using-ai-in-peer-review-is-a-breach-of-confidentiality/>

The Use of Generative Artificial Intelligence Technologies is Prohibited for the NIH Peer Review Process

<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-23-149.html>

Supporting Fairness and Originality in NIH Research Applications

<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-25-132.html>

Artificial Intelligence at NSF

<https://www.nsf.gov/cise/ai.jsp>

Authorship and AI Tools

<https://publicationethics.org/cope-position-statements/ai-author>

Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals

<https://www.icmje.org/recommendations/>

Guidance for author use of AI in medical publication

<https://jamanetwork.com/journals/jama/fullarticle/2852772>

Tools such as ChatGPT threaten transparent science; here are our ground rules for their use.

<https://www.nature.com/articles/d41586-023-00191-1>

AI Rigor and Reproducibility Checklist

<https://aaai.org/conference/aaai/aaai-23/reproducibility-checklist/>

Considerations for IRB Review of Research Involving Artificial Intelligence

<https://www.hhs.gov/ohrp/sachrp-committee/recommendations/attachment-e-july-25-2022-letter/index.html>

Contacts

Office of Research and Innovation (ORI): ori@une.edu

Office of Research Integrity and Compliance: ori@une.edu

Office of Sponsored Programs: ori@une.edu

HIPAA Office: hipaa@une.edu

Guidance Review & Revision

This guidance will be reviewed annually and updated as needed to reflect changes in regulations, technology, or University practices. It will be reviewed alongside the AI Policy Guidance for Faculty so that the two documents remain consistent. Last updated August 20, 2026.