



Guiding Principles for use of AI in Pre-Award Services

The Office of Proposal Development (OPD) aims to foster a culture of collaboration, learning, and continuous improvement in supporting the pre-award activities of faculty and staff. With the availability of AI Enterprise tools for faculty, staff, and students, we seek to investigate the use of these tools to support pre-award services such as assisting with proposal development tasks and improving operational efficiencies. This document captures our intention to integrate AI ethically and responsibly while safeguarding privacy and maintaining human oversight.

Context

The University of Nebraska Omaha (UNO) Division of Innovative and Learning-Centric Initiatives (ILCI) has launched an [AI Learning Lab](#), and through its Open AI Challenge, made ChatGPT Enterprise licenses available to faculty and staff at UNO to, among other reasons, amplify “the ethical, responsible, and appropriate use of AI throughout the UNO community to support a broader culture of innovation on campus.” In the College of Information Science & Technology (CIST) Office of Proposal Development (OPD), we view the ILCI AI Initiative as an opportunity to enhance our services while upholding our core values: Create community; Inspire diverse voices; Shape the future; and Teach leadership.

AI Role in Pre-Award Functions

We will explore Enterprise AI uses to automate routine tasks, including funding searches, outlining guidelines (blue team review), and editorial review (red team review assistance). Our main goal is to use Enterprise AI ethically to complement our work, enabling us to provide efficient, tailored services while maintaining high standards of quality and accuracy through human oversight.

AI Use and Oversight

The CIST Research Advisory Committee will oversee and guide Enterprise AI use in pre-award functions of the college, ensuring the following inclusive and ethical practices:

- **Transparency:** AI use in proposal development will require affirmative consent from involved faculty members and staff who will be fully informed about the planned tasks and extent of its use.
- **Privacy and Security:** AI tools will comply with University IT security policies, and data will be handled according to the NU ITS risk classifications. High Risk data will not be processed by AI.
- **Human Oversight:** AI outputs will always be reviewed and edited by OPD staff to ensure relevance and accuracy and to minimize bias.

Continuous Learning and Training

OPD staff will engage in ongoing training at UNO to stay effective in use the latest AI Enterprise tools and hold trainings and one-on-one help as needed to ensure AI Enterprise tools are accessible and usable by faculty and others. The CIST Research Advisory Committee will assess the uses of AI in the OPD and make recommendations for improvements. We are committed to adapting AI Enterprise tools to meet evolving needs while ensuring that staff and faculty are confident in the proposed uses of AI.