

Project Compatibility Checklist

USU Research Enclave

Fill out this checklist for one project, then send it to compliance@usu.edu. Answer for the project as it stands today. Each step tells you where to go next, so most projects will not need every step. If you are unsure of an answer, choose the one that puts more CUI in physical form and say so in the Notes at the end.

Project or proposal title	
Principal investigator	
Principal investigator's department	
Sponsor (write "N/A" if none)	
Award or solicitation number	
Hyperlink to award or solicitation	
Date checklist completed	

Step 1. Does the project have indicators of CUI or other restricted data?

Check every statement that is true today.

- ☐ The award, contract, or solicitation mentions CUI, Controlled Technical Information, or covered defense information.
- ☐ The award carries DFARS 252.204-7012, -7019, -7020, or -7021, or a similar safeguarding clause.
- ☐ The sponsor will send data or documents marked CUI, or expects USU to mark what it produces.
- ☐ The work involves DoW technical data or export-controlled (ITAR/EAR) technical data.

What to do next: If you checked one or more boxes, go to Step 2. If you checked nothing and are confident the project involves no CUI, you have reached Outcome A (not an enclave project). **Record Outcome A in Step 5.** Next, send this checklist to compliance@usu.edu. If you are unsure, contact the Office of Research before the proposal is submitted.

Step 2. Has the sponsor confirmed that CUI or other restricted data will be part of the actual project?

Federal agencies may reference any of the CUI indicators in Step 1 even when the project will not actually feature CUI. As a result, PIs and SPO must work together to confirm with the sponsor that a specific project will in fact feature CUI or other restricted data.

- ☐ The sponsor has confirmed that CUI or other restricted data will be featured in the project.

What to do next: If you checked the box in this step, go to Step 3. If you did not and have received sponsor confirmation that the project will not feature CUI, you have reached Outcome A (not an enclave project).

Record Outcome A in Step 5. Next, send this checklist to compliance@usu.edu. If you are unsure, contact the Office of Research before the proposal is submitted.

Step 3. Will any CUI exist in physical form?

Check every statement that is true today.

- ☐ CUI will arrive or exist on paper, such as hard-copy drawings, specifications, or reports, or it will need to be printed.
- ☐ CUI will arrive on physical media, such as drives or discs, or on hardware that already holds it.
- ☐ CUI must be loaded onto, or produced by, equipment: instruments, test fixtures, robotics, embedded controllers, or fabrication tools.
- ☐ CUI will be collected in the field or at a partner site on portable devices and brought back to USU.
- ☐ CUI will be delivered back to the sponsor in physical form, such as prototype hardware, devices holding CUI, shipped media, or printed reports. Digital delivery from inside the enclave does not count.

What to do next: If you checked nothing here, all of the CUI can stay on screen: skip to Step 4. If you checked one or more boxes, answer Step 3a.

Step 3a. Can the work be restructured so that all CUI stays digital?

Answer this step only if you checked a box in Step 3.

For example, the sponsor delivers into the enclave, equipment is fed non-CUI or derived inputs, only non-CUI results go to the bench, or deliverables are sent digitally.

- ☐ Yes. The work can be restructured so that all CUI stays inside the enclave.
- ☐ No. At least one physical need cannot be designed out.

What to do next: If you answered Yes, go to Step 4. If you answered No, you have reached Outcome D (a physical CUI space is required), and USU does not currently operate one. **Record Outcome D in Step 5.** Next, contact the Office of Research before the proposal is submitted.

Step 4. Will the software and compute run inside the enclave?

Check one.

- ☐ Everything the work needs runs on a standard Windows 11 desktop, for example Office, MATLAB, Python, or CAD viewers.
- ☐ Something does not, for example a Linux- or macOS-only tool, an HPC or GPU job, or dongle-licensed software. List the software or compute below.

Software or compute to flag:

What to do next: If you checked the first box, you have reached Outcome B (the virtual Research Enclave fits). **Record Outcome B in Step 5.** Next, contact compliance@usu.edu to request a seat. If you checked the second box, you have reached Outcome C (the enclave with an accommodation review). **Record Outcome C in Step 5.** Next, contact compliance@usu.edu.

Step 5. Record your result

Check the one outcome you reached above.

- Outcome:**
- | | |
|--|---|
| ☐ A, not an enclave project | ☐ B, virtual Research Enclave |
| ☐ C, accommodation review | ☐ D, physical CUI space required |

Notes:

What to do next: Send the completed checklist to compliance@usu.edu. If you reached Outcome B, C, or D, also send a copy of the correspondence in which the sponsor confirmed that CUI or other restricted data will feature in the project (see Step 2). Questions about this checklist, the Research Enclave, or CUI compliance can be directed to the same address.