NC STATE

Process(es) Name	**Interim** request process for continued access to research data post graduation
Date Created	Revision 5 - 5/19/26 Revision 4 - 11/7/2025 Revision 3 - 7/1/2025 Revision 2: 11/25/2024 Revision 1: 9/11/2023 Original Version: 8/18/2023
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Overview	In order to complete research related publications, certain graduates who have been involved in research need a longer period of access than graduates automatically receive[1]. This process will ensure continued access is appropriate and consistent with University PRRs and sponsor terms and continues.
Access (Role, Permission List)	NA

Notes:

- If the request is approved, The Graduate will have a new affiliation[2] in the Student Information System (SIS) that will result in the Graduate's non-financial accesses being restored to what they were while still an active student.
- **Limitations** - For the following scenarios, this process will not be appropriate and the Graduate will need an Unpaid Research Scholar (UP02) Appointment.
    - If the Graduate will be performing work that supports the deliverables of an **active** sponsored project.[3]
    - If the Graduate needs access to identifiable Human Subject Data subject to IRB review and approval **for the purposes** of interacting with, implementing an intervention with, communicating with participants about the study, accessing or

[1] Upon graduation, graduates retain the following:
- **6 months** of access to their @ncsu.edu Google Account (including email and drive)
- **28 days** access to all other NC State University OIT managed IT resources (VPN, internal NCSU drives, Microsoft Office 365, One Drive, Research Storage, HPC access).

[2] "STDNT-GRAD". This affiliation does not impact the student's graduation date. The affiliation is normally present for graduate students and is removed upon graduation. The OIS extension reinstates that affiliation and thus the access.

[3] A Sponsored project is one that was funded by an entity other than NC State for which NC State has entered into an agreement and is considered active if still within the project period of performance.

analyzing identifiable/re-identifiable data (not including sharing published findings).

Process:

1. Requests from a university official (department research administrator, Principal Investigator, HR personnel or graduate's thesis advisor) should be submitted to researchsecurity@ncsu.edu.
2. Requests should include the following:
    a. Name of the Graduate
    b. Date of graduation[4]
    c. Graduate's Student/Employee ID number
    d. Description of the research data or material the individual needs access to
    e. If Human Subjects' research, for each relevant project, the IRB approval number and study title.
    f. If sponsored research, for each relevant project:
        i. Project ID number (RADAR, RED, or Ledger 5 Account number)
        ii. Principal Investigator (if request is not submitted by the PI, the PI's approval must be obtained and submitted with the email request)
    g. Activity for which the access is needed
    h. Anticipated period of time that the access is needed.
        i. Requests greater than 12 months will require additional justification.
3. Upon receipt of the request, Research Compliance will review the applicable terms and conditions and may have additional follow up questions.
4. Once approved, Research Compliance will submit an SIS OIM Exception for the period requested.
5. If an extension of time is needed, a new request should be submitted to researchsecurity@ncsu.edu.

OIT managed services that will be extended:

- Shibboleth
- AD WolfTech Authorization
- Google Workspace (including Drive and Email)
- LDAP Student
- Campus Directory
- VPN
- Research Storage
- Microsoft 365
- ArcGIS (managed by the Libraries, but Unity ID is sufficient)

[4] Note that the request can be made prior to or after the graduation date.