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MINISTRE DE L'ENSEIGNEMENT SUPERIEUR ET DE LA RECHERCHE SCIENTIFIQUE  
UNIVERSITE D'ABOMEY-CALAVI  
CENTRE DE RECHERCHE POUR LA LUTTE CONTRE LES MALADIES INFECTIEUSES TROPICALES (CReMIT)/  
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# AI USE POLICY

POLICY CODE: TIDRC/RG/AUP-01

VERSION 1

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TIDRC/UAC RESEARCH GRANTS MANAGEMENT OFFICE

## Table of Contents

1.0 Preamble .....	3
2.0 Scope .....	3
3.0 Core Principles .....	3
4.0 Permitted and Responsible Use .....	4
5.0 Prohibited and High-Risk Use.....	4
5.1 Strictly Prohibited use:.....	4
5.2 High-Risk (Requiring Pre-Approval): .....	4
6.0 Data Security & Classification.....	5
6.1 Protected Data: .....	5
6.2 Secure Use:.....	5
7.0 Disclosure and Documentation Mandates .....	5
7.1 In Grant Proposals and Reports:.....	5
7.2 In Scholarly Publications: .....	5
7.3 Internal Documentation: .....	5
8.0 Procurement and Vendor Management.....	6
9.0 Training & Awareness.....	6
10.0 Non-Compliance .....	6
11.0 Intellectual Property (IP) .....	6
12.0 Governance and Oversight.....	6
13.0 Policy Review & Ownership .....	7
14. Entry into Force .....	<b>Error! Bookmark not defined.</b>

## 1.0 Preamble

The Tropical Infectious Diseases Research Center/University of Abomey-calavi (TIDRC/UAC) recognizes the transformative potential of Artificial Intelligence (AI) tools in accelerating scientific discovery and enhancing research management. This policy establishes guidelines for the ethical, secure, and responsible use of AI tools and technologies within TIDRC. It aligns with our mission to conduct impactful research while upholding the highest standards of research integrity, equity, safety, data security, intellectual property protection, and compliance with grantor terms and conditions.

## 2.0 Scope

This policy applies to:

All staff, researchers, students, consultants, visiting scholars, and collaborators.  
All AI systems, tools, and applications used, developed, procured, or deployed in research, teaching, administration, and support functions.  
All stages of the research lifecycle, including proposal development, data collection, analysis, publication, and dissemination.

## 3.0 Core Principles

The Tropical Infectious Diseases Research Center/University of Abomey-calavi rigorously upholds the following principles regarding any use of Artificial Intelligence within the institution:

- ❖ Ethical Use: AI shall be used in ways that respect human dignity, autonomy, fairness, and non-discrimination.
- ❖ Transparency: The use of AI in research and institutional processes must be disclosed where relevant.
- ❖ Accountability: Human oversight is mandatory; responsibility for decisions remains with humans, not AI systems.
- ❖ Data Protection and Privacy: AI use must comply with data protection laws and institutional data governance policies.
- ❖ Research Integrity: AI must not compromise originality, authorship, or scientific rigor.
- ❖ Inclusiveness: AI systems should minimize bias and avoid reinforcing inequalities.
- ❖ Security & Confidentiality: AI tools must not be used with confidential, proprietary, classified, or sensitive human subject data unless explicitly authorized with verified safeguards.

- ❖ Intellectual Property (IP) Stewardship: Personnel must protect institutional and grant-funded IP, understanding that inputs into public AI tools may not be confidential and could affect patentability or copyright.

#### 4.0 Permitted and Responsible Use

- ❖ *Idea Generation and Literature Review*: Using AI to brainstorm research questions, synthesize literature, or identify gaps.
- ❖ *Coding and Programming*: Assisting with writing, debugging, or documenting code.
- ❖ *Data Analysis and Processing*: Employing AI for data cleaning, pattern recognition, statistical analysis, or image processing.
- ❖ *Drafting and Editing*: Improving the clarity and grammar of research manuscripts, reports, presentations or other administrative documents.
- ❖ *Experimental Design*: Aiding in the planning of simulations or experimental frameworks.
- ❖ *Grant Development*: Assisting in drafting non-scientific portions of proposals, budgeting, editing, and ensuring formatting compliance.
- ❖ *Project Management*: Helping with scheduling, generating meeting summaries, or drafting progress report outlines.

#### 5.0 Prohibited and High-Risk Use

##### 5.1 Strictly Prohibited use:

- ❖ Using AI to generate falsified or fabricated data, imagery, or results.
- ❖ Inputting Protected Data into public, non-institutionally vetted AI tools without formal approval.
- ❖ Using AI for final peer review of manuscripts or grant proposals.
- ❖ Automating decisions affecting human subjects or personnel without human oversight and ethical review.
- ❖ Violating third-party copyright or licensing agreements (e.g., inputting copyrighted articles into an AI).

##### 5.2 High-Risk (Requiring Pre-Approval):

- ❖ Use of AI in research involving human subjects, clinical data, or sensitive biological materials.
- ❖ Use of AI tools that require local installation or access to institutional networks/servers.
- ❖ Use of AI for core, central analysis where the methodology is opaque ("black box") and not subject to validation.
- ❖ Entering any grant-funded research data (even if not personally identifiable) into a cloud-based AI without a Data Use Agreement.

## 6.0 Data Security & Classification

### 6.1 Protected Data:

The following should not be input into public AI tools.

- ❖ Controlled Unclassified Information (CUI) or export-controlled data.
- ❖ Protected Health Information (PHI) or human subject data under an IRB protocol.
- ❖ Confidential proprietary data from industry partners.
- ❖ Data covered by a Non-Disclosure Agreement (NDA) or specific grant confidentiality clauses.
- ❖ Student educational records.

### 6.2 Secure Use:

For work involving sensitive data, only institutionally approved, locally hosted, or fully encrypted AI tools should be used with a contract ensuring data is not used for model training.

## 7.0 Disclosure and Documentation Mandates

### 7.1 In Grant Proposals and Reports:

Principal Investigators (PIs) must disclose planned or actual use of AI tools in methodological descriptions, budgets (if a paid tool), and data management plans, as required by the Funding Agency.

### 7.2 In Scholarly Publications:

Authors must explicitly acknowledge the use of AI in the Methods or Acknowledgements section, specifying the tool, version, and purpose of use. AI may not be listed as an author.

### 7.3 Internal Documentation:

PIs must maintain internal records of significant AI tools used in the research process to ensure reproducibility and answer audit inquiries.

## 8.0 Procurement and Vendor Management

- ❖ Any subscription to or purchase of AI tools using grant funds must comply with institutional procurement rules.
- ❖ The TIDRC/UAC's IT Specialist must vet paid or free AI tools for data security and contractual terms before widespread adoption with institutional data.

## 9.0 Training & Awareness

The institution will provide resources and training to educate Personnel on this policy, responsible AI practices, evolving risks, and Funding Agency-specific requirements.

## 10.0 Non-Compliance

Violations of this policy may result in disciplinary action, up to and including termination of employment or affiliation. Non-compliance can also lead to:

- ❖ Breach of grant contracts, requiring notification of the Funding Agency.
- ❖ Reputational damage to the institution and individual researchers.
- ❖ Legal liability, financial penalties, and loss of future funding eligibility.

## 11.0 Intellectual Property (IP)

- ❖ Ownership of AI-generated or AI-assisted outputs shall be determined according to institutional IP policies and applicable laws.
- ❖ Use of third-party AI tools must respect licensing terms and copyright obligations.
- ❖ Researchers must assess IP implications before using AI in innovation and commercialization activities.

## 12.0 Governance and Oversight

- ❖ The Research Management Office (or designated unit) oversees implementation of this policy.

- ❖ An AI Review Committee (AIRC) may be established to review AI-related risks, ethics, and compliance. TIDRC/UAC will establish an AIRC comprising experts in research ethics, data science, clinical medicine, and bioinformatics.
- ❖ Principal Investigator (PI) Responsibility: The PI is ultimately responsible for ensuring all AI use within their project complies with this policy.
- ❖ This policy shall be reviewed periodically to reflect technological, legal, and regulatory developments.

### 13.0 Policy Review & Ownership

This policy will be reviewed annually and updated in response to technological changes and evolving guidance from major Funding Agencies.

## Approval & adoption

This AI USE Policy, code TIDRC/RG/AUP-01 is hereby formally approved and adopted as the official policy of the Tropical Infectious Diseases Research Center/University of Abomey-Calavi, effective February 18, 2026

  
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