Princeton Research

Coffee with ORPA
October 18, 2023

Research Security

Presented by:
Office of Research & Project Administration
Research Computing
Global Safety & Security
Office of Research & Project Administration

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Hybrid Etiquette

In-Person:
- Light breakfast and refreshments start at 9:00 a.m., with presentation beginning at 9:15 a.m.
- Speak clearly - In-room microphones should capture questions from the audience for online participants
- Don’t forget to sign in

On-line:
- Presentation begins at 9:15 a.m.
- Use the “raise your hand” feature in Zoom to ask questions
- Make sure to mute yourself unless asked to un-mute for your question or comment
- Use the chat feature – we will have a moderator and answer questions as often as possible
Coffee with ORPA Overview

- Runs during the Academic Year months
- Cover topics currently relevant to the research community
- Highlight processes and procedures – not a deep-dive training
- Open to topic suggestions – send ideas to Courtney Kohut, ckohut@princeton.edu
- All slides are posted on the ORPA website & distributed prior to the presentation when possible
Introduction to Research Security by John Jenkins

Review of Citadel by Irene Kopaliani

Overview of the University's Permitted Travel Policy (including the requirement to enroll at University Travel) by Chris Holmes
  - Discuss services and resources available to support travel
Coffee with ORPA
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Irene Kopaliani, PhD
CISA, CISM, CDPSE, CISSP, CCSP
What is Citadel?

Key Features:

• Data export control

□ Streamlined, secure deployment

□ CUI (NIST SP 800-171), FISMA (NIST SP 800-53), and HIPAA regulations-compliant system

□ Available on-demand, with minimal maintenance

□ Supports collaboration both within and outside of the University

□ Post-quantum cryptography ready

□ Separation of duties

For additional details, visit: Citadel (princeton.edu)
Always Restricted Data:
- Social Security numbers
- Bank account numbers
- Driver’s license numbers
- State identity card numbers
- Credit card numbers
- Data subject to HIPAA
- Data subject to GDPR

<table>
<thead>
<tr>
<th>STORE (Data at Rest)</th>
<th>Information must be secured*</th>
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<tbody>
<tr>
<td>SHARE (Data in Transit)</td>
<td>Information must be secured*</td>
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<tr>
<td>ACCESS</td>
<td>Device must be password-protected</td>
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| PHYSICAL (HARD) COPIES | Identification: Mark documents as “Restricted”  
Protection: Store documents in a locked location. Place printers and Fax machines in locked areas. |

For additional details, visit:  
Protect Our Info (princeton.edu)  
Research Data Security | Research Integrity and Assurance (princeton.edu)
IRB, ISO, or ORPA recommends Citadel tenancy.

PI completes tenancy application in ServiceNow.

The Citadel Steering Committee reviews the application and votes within five days.

For approved applications, the environment is provisioned and configured.
Requesting Access to the Project

1. Complete required training before onboarding.
3. Complete the Request Form.

To get started, visit: KB0013057 Article
Each project needs to have 2-3 sub-admins to administer data and user controls.

Sub-admins are members of the research group.

All users must complete onboarding training and sign the Rules of Behavior.

Sub-admins must complete additional training during the onboarding process.

Mandatory annual security training is less than two hours.

The Primary Investigator is responsible for approving access to their data for each researcher.

For additional information, visit: citadel.princeton.edu
Questions?

Contact Irene Kopaliani, PhD
CISA, CISM, CDPSE, CISSP, CCSP
ik8@princeton.edu
GLOBAL SAFETY & SECURITY

ABOUT

• Team of safety & security professionals with experience spanning government, private sector & higher education.

• Substantial experience traveling, living & working overseas.

• Expertise in policy & program management, intelligence analysis & emergency response.

• Works to help Princetonians thrive globally & provide a safety net if something goes wrong.

Overseas security management

Global intelligence monitoring

Travel Risk Management program
GLOBAL SAFETY & SECURITY

CORE FUNCTIONS

• Develop and maintain policy and standards related to global travel
• Threat monitoring
• Inform travelers - destination, profile and activity specific safety and security risks
• Prepare travelers – briefings, trainings and consultations
• Manage travel enrollment
• Risk assessments – new and existing programs and high risk travel
• Coordination with International SOS on requests for assistance
• Plan for and lead emergency response abroad
Rebuilding awareness of the Permitted Travel Policy, required actions, and University services and resources for PU travelers.

- Presentation and training provided by GS&S, Export Controls, and Global Financial Services.
  - Fall 2023: AMG, Chairs and Directors, Graduate School and ODOC meetings.
  - Fall 2023 & Spring 2024: Academic and non-academic unit meetings.
- Scheduled University communication ahead of winter session and spring 2024 semester.
All University Travel must be enrolled in the Enroll My Trip system.

- The Permitted Travel Policy came into effect during the pandemic.

- Since then, the federal government is requiring organizations that receive a certain level of federal funding to have documented travel registry programs as part of their overall research security program. These requirements have been outlined in NSPM-33 and the CHIPS & Science Act.
PERMITTED TRAVEL POLICY

2. Trip enrollment provides GS&S with situational awareness on PU travel.

- Anticipate needs.
- Allocate resources.
- Contact details in the event of an emergency.
The Enroll My Trip system is in the process of becoming a clearinghouse for enabling Princeton travel and mobility with workflows and checks with partner units to ensure compliance with other University policies and U.S. and local laws.

- Export Controls
- Global Financial Services
- Risk Management – Insurance
- Travel and Expense
- Research Integrity and Assurance (in progress)
- Information Security (in progress)
- SAFE
For high risk travel, there are additional requirements.

• Constitutes less than 5% of Princeton enrolled travel.
• Certification and Exception processes for students vs. faculty and staff.
  • Comprehensive residual risk assessment (360-degree review)
  • Reviewed on a case-by-case basis.
  • Must be authorized by the University.
  • Tailored traveler preparation and training per their profile, experience, planned activities and destination threat environment
• Category X travel policy update for graduate students in Spring 2024.
Safety and security is everyone’s responsibility.

- The GS&S mission is to enable international engagement through programs and policies that promote smart worldwide risk mitigation.

- As you advise students, support programs, conduct research, facilitate travel, or conduct travel yourself, assist GS&S and our partners amplify awareness and understanding of these policies and processes, and serve as important partners in enhancing safety and security.

- Please direct questions to GS&S (globalsafety@princeton.edu).
# International Travel Timelines

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<th>12 mo.</th>
<th>11 mo.</th>
<th>10 mo.</th>
<th>9 mo.</th>
<th>8 mo.</th>
<th>7 mo.</th>
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<td>Travel to Category X destinations requiring an Exception (non-OFAC) + info enrollment</td>
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* Please note that this timeline does not include change in status requests (i.e., absent) and approvals required by Research Integrity and Assurance. Please consult with the respective departments for requirements and timelines.

* Depending on the destination and length of travel, traveler may also be required to submit an Exception request (i.e., travel to Category X locations) and submit the appropriate form to Global Financial Services.
Policy, information & resources are available on the GS&S website.
(https://international.princeton.edu/global-safety-security)

Contact GS&S at globalsafety@princeton.edu:
- Questions not covered on the GS&S website
- Requesting a destination risk consultation