

# 10 TIPS FOR Common Sense Compliance



## 01. Cybersecurity Vigilance

Stay alert to cyber threats, avoid opening suspicious attachments, and report suspicious emails and attachments to your university's information technology office.

Promptly report compliance violations, security breaches, or other concerns to your supervisor, university leadership or use the confidential UA Hotline.

## 02. Incident Reporting



## 03. Compliance Training

Participate in compliance training programs offered by the university such as ethics and data security, among others, to remain up to date on standards and best practices.

Only grant access to data, systems and documents to individuals who require it, and remove access when done. Adhere to the Family Educational Rights and Privacy Act and Gramm-Leach Bliley Act.

## 04. Data Privacy and Security



## 05. Financial Stewardship

Adhere to financial regulations, safeguard university property, and responsibly manage university funds within budgetary constraints.

Maintain supporting documentation for financial, academic, research and compliance purposes as well as improving operational effectiveness and efficiency.

## 06. Keep Good Documentation



## 07. Ethical Research Practices

Abide by ethical research guidelines, maintain research integrity, and document findings accurately to prevent research misconduct.

Treat others with respect, and adhere to equal opportunity and Title IX policies. Promptly report any incidents of discrimination, harassment, or assault to university management.

## 08. Respect Others Promote Equity



## 09. Transparency Conflict of Interest

Disclose potential conflicts of interest, whether personal or financial, to ensure transparency and prevent conflicts from affecting compliance.

Keep updated on industry-specific compliance standards and best practices through conferences, workshops, and training sessions relevant to your field of expertise.

## 10. Professional Development

