

## **Terms of Use Agreement:**

### **SCAFRO Grants Database and Metrics Documents**

May 2024

The purpose of the SCAFRO grants database and shared metrics is to assist CFR officers in tracking grant trends at their own institutions and in relation to a peer group of national liberal arts colleges.

Franklin & Marshall College is the primary host institution for the database until such time that Franklin & Marshall and the SCAFRO group agree to move the database to another member institution or agree to delete the database.

SCAFRO member colleges and universities that agree to participate will have access to the database and related metrics. Access will be limited to those individuals who have SCAFRO member privileges on the SCAFRO listserv. The membership list is updated annually at the summer conference. New individuals may be added during the year by request to the database host (Franklin & Marshall College) and the listserv monitor (Oberlin College).

Participating members guarantee the right of other SCAFRO institutions to use information in the database for purposes outlined in this agreement and the related SCAFRO Database Usage Chart. **Data identifying individual institutions may not be used for any purpose, except when said institutions approve of such use.**

The SCAFRO grants database is password protected. Members will agree not to provide access to or share passwords with others who are not members, whether or not individuals are within or outside their institutions. SCAFRO campus representatives agree to notify David Foreman, Chair of the Database Committee, via email (dforema1@swarthmore.edu) when a member is no longer employed by the institution and should have their database access revoked.

Participating member institutions are responsible for reviewing, updating, and correcting content pertaining to their institution. SCAFRO users agree that information provided will be truthful and accurate to the best of their knowledge. Neither the general SCAFRO membership nor the host institution will be responsible or liable for incorrect information in the database.

Participating member institutions agree to update and maintain information in the database according to the deadlines established by general consensus of SCAFRO members. No individual member may change another member's information without that member's prior consent, documented via email from the other member.

Members may end their participation in the database at any time by submitting a written request to the host institution. The SCAFRO membership will be informed of institutions that decline to participate.

*Updated 05/16/2024*