
**Rutgers University Senate
Information Technology Committee (ITC)
Report on Charge S-2201
“Approved Electronic Notebook Programs”
March 16, 2022**

Charge S-2201 – Approved Electronic Notebook Programs

Investigate the use of electronic lab notebooks. Review the current policies and practice of notebook creation and cloud storage. Recommend the best practices for maintaining the security, integrity, and accessibility of these notebooks. Due October, 2022

Background: *Has Rutgers has approved electronic lab notebook programs?*

Normally the lab notebooks must be kept on campus and are the property of the school. If you take the notebook off campus and something happens to it, it is your fault since you shouldn't take it off the campus.

However, electronic lab notebooks are stored on offsite servers in the cloud. Therefore, I wanted the opinion from Rutgers what are approved electronic notebooks for the storage of Rutgers data.

This is an additional concern if Rutgers no longer continues their contract with Box.

Further Details:

There is confusion and a need for a clear university policy or guidance regarding the safe, timely, organized, and efficient long-term storage of research data.

Considerations:

This charge was intended to task the Senate with identifying and procuring a site license for an Electronic Notebook (ELN) program. The Senate Information Technology Committee (ITC) agreed this request should more appropriately be given to The Office of Information Technology (OIT). OIT manages various site-licensed software through the University Software Portal. Also, OIT has the university's centralized research computing and data science resource, The Office of Advanced Research Computing (OARC), who provides Rutgers researchers with essential computing, networking, storage, and data-handling capabilities. Selection and procurement of university software is not the role of the ITC.

The other concern noted in the Charge about the university Box contract was recently addressed by Michele Norin, Senior Vice President and Chief Information Officer, who said the Box contract has been renewed until April 2024.

Based upon our discussion with both the requestors, the School of Arts and Sciences local IT (Information Technology) support and the ITC, and consideration of this charge and closely related issues, the ITC came to the following conclusion:

Conclusion: We recommend this request be shared with The Office of Research and OIT for consideration and further action. We further recommend consultation with the Senate Committee, Research, and Graduate and Professional Education, for any ELN committee or working group that may explore ELNs in the future.

The Co-Chairs of the ITC can relay background and details, as well as serve as an additional resource for any potential ELN committee or working group.

Information Technology Committee (ITC): 2021-2022

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