

CLEMSON UNIVERSITY
Office of the Vice-President of Research
and Economic Development

iThenticate Pilot Program Procedures
Effective January 1, 2009

I. Purpose

iThenticate is a web-based service designed to check the originality of documents. Clemson University has contracted with iParadigms, LLC for use of this service. The iThenticate service will be used to support the Office of Research and Economic Development in the areas of research integrity and the protection of intellectual property.

II. Scope

- A. This procedure applies to any person approved by the Vice-President of Research and Economic Development (VPRED), or delegate, to use iThenticate.
- B. The VPRED will appoint an iThenticate System Administrator (ISA) who shall be responsible for administration of passwords, preliminary review of proposals and system/technical support.
- C. Use of the services shall be for Clemson University's internal purposes only and subject to strict confidentiality.

III. Process & Procedures Description

- A. On an ongoing basis, the ISA will scan approximately 10 percent of proposals received by OSP for submission by the University to both public and private entities. The 10 percent will consist of a defined number of proposals randomly chosen from each University organizational unit. The number of proposals scanned from each unit will be established in accordance with ratios obtained from the most recent Research and Sponsored Programs Annual Report.
- B. ISA will review copies of all reports resulting from scanning the abovementioned proposals, route reports/proposals and take appropriate action. Proposals requiring further action will be processed as follows:
 - a. Proposals with an index rating between 3 percent and 9 percent will be sent to the Principal Investigator (PI) for review. The PI shall correct any inaccuracies, review citations, and perform any other action(s) necessary for resubmission.
 - b. Proposals with an index rating between 10 percent and 29 percent will be reviewed and routed to the PI. The PI shall provide to the ISA a written explanation detailing any discrepancies identified. Resubmission of the proposal is not authorized until the ISA releases such proposal for re-submission. Responses provided in e-mail format are deemed appropriate.
 - c. Proposals with an index rating above 29 percent will be routed directly to the Research Integrity Officer (RIO) for appropriate action. The RIO will proceed in accordance with the [Policy for Responding to Allegations of Research Misconduct](#).