

<b>ADMINISTRATIVE DIVISION</b> Division of Information Technology		<b>GUIDELINE NUMBER</b> IT GUIDELINE 1.00
<b>GUIDELINE TITLE</b> Purchasing AI		
<b>SCOPE OF GUIDELINE</b> USC System		<b>DATE OF REVISION</b>
<b>RESPONSIBLE OFFICER</b> Vice President for Information Technology and Chief Information Officer		<b>ADMINISTRATIVE OFFICE</b> Information Technology

**PURPOSE**

The University of South Carolina Information Technology Guideline describes recommendations with regard to Purchasing AI.

**DEFINITIONS AND ACRONYMS**

**AI:** artificial intelligence

**GUIDELINE STATEMENT**

An AI tool at the University of South Carolina (USC) refers to any software or platform that utilizes artificial intelligence to facilitate research, teaching, learning, or administrative tasks.

**Approved Tools Options**

1. Microsoft Copilot Enterprise:
  - o Available without additional licensing costs when using the Microsoft Edge browser.
  - o Pulls general information available on the web.
2. Copilot for Microsoft 365:
  - o Integrates Copilot into Office 365 tools.
  - o Collects data from documents the user has permission to access.
  - o Additional licensing fee required.
3. Microsoft Copilot Studio:
  - o Enables users to build their own copilots.
  - o Requires collaboration with local IT Directors, Office of the Vice President for Research, and Research Computing.
  - o Additional cost considerations.
4. Azure AI Studio:

- Designed for building custom AI-powered copilots trained on institutional research and Large Language Models (LLMs).
- Requires collaboration with local IT Directors, Office of the Vice President for Research, and Research Computing.
- Includes costs associated with an Azure Cloud account.

### **Purchasing AI Tools Outside of Microsoft Copilot**

A meeting with the Technical Review Board (TRB) is required. The TRB governs USC systemwide IT purchases and is chaired from the Office of the Vice President and CIO. A representative from the Office of Vice President for Research will also attend the TRB meeting to approve the acquisition. Request Technical Review Board [help](#). **Please note:** Failure to secure TRB approval prior to the acquisition of any AI tool outside of Microsoft Copilot may result in the suspension of the purchase process and potential non-compliance with university procurement policies.

### **Prohibited Tools**

Unless previously approved through the Technical Review Board all other AI/LLM tools are prohibited from use with non-public university data as defined in university policy UNIV 1.51

### **Free software**

Free software is still subject to Terms and Conditions reviews by the Office of General Counsel

## **PROCEDURES**

For assistance in selecting the appropriate AI tools, please engage with:

- Local IT Directors
- Office of the Vice President for Research
- Division of IT

### **Key Contacts**

- Emily Devereaux: Office of the Vice President for Research
- Paul Sagona: Division of IT, Research Computing
- Liz Shirkey: Division of IT, Service Delivery
- [Find Your IT Director](#)

## **RELATED UNIVERSITY, STATE AND FEDERAL POLICIES**

1. IT Policy 1.00: This policy governs **ALL** IT purchasing at USC.
  - [IT 1.00 Information Technology Procurement](#)
2. Data Resources: Governs how we use and share data.

- [Data Resources](#)
- 3. Security Policies and Standards: Remain in effect for all AI tools.
  - [Security Policies and Standards](#)
- 4. Digital Accessibility Guidelines: Remain in effect for all AI tools.
  - [Digital Accessibility Guidelines](#)
- 5. Purchasing Processes: Ensure compliance with all state procurement rules.
  - [Purchasing at USC](#)

**HISTORY OF REVISIONS**

<b>DATE OF REVISION</b>	<b>REASON FOR REVISION</b>
September 5, 2024	New guideline created