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| Title | Responsible Data Science Policy - Adjudicative Sub-Procedure (“Sub-Procedure”) |
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# 1. Introduction

## 1.1 PURPOSE

This Sub-Procedure supports the Organization’s Responsible Data Science Parent Procedure (“Parent Procedure”) by defining clear processes and documentation requirements for Data Science projects that meet the criteria of this Sub-Procedure.

# 2. Procedures - Proposals

## 2.1 DATA SCIENCE PROPOSAL FORM

Personnel must complete and submit a Data Science Proposal Form (“Proposal Form”) prior to beginning each Data Science project (“Project”). The Personnel working on a Project must designate a Data Science Liaison (“Liaison”) to complete the Proposal Form. While there are no explicit requirements for who may be the Liaison, they must have sufficient knowledge to execute this procedure.

The Proposal Form is located at [PROPOSAL FORM LOCATION]. [It must be submitted to the reviewer by email at [REVIEWER EMAIL ADDRESS] [[or directly through the form]].]

## 2.2 PROJECT REVIEW

[PROJECT REVIEWER] (“Reviewer”) is responsible for reviewing all submitted Proposal Forms and approving, conditionally approving, or rejecting each Project. [[The Reviewer must complete a Data Science Proposal Review Form (“Review Form”) for each submitted proposal [WITHIN REVIEW PERIOD SLA]]]. The Review Form is not intended to be shared with the Personnel working on Projects. Review Forms must be [SAVED/SUBMITTED TO FORM DOCUMENTATION LOCATION].

The possible determinations of the Project review are:

* **Project approved**: Personnel may initiate the Project as described.
* **Project conditionally approved - resubmission required**: Personnel may not initiate the Project until Reviewer’s comments, questions, and required changes are addressed and approved.
* **Project conditionally approved - resubmission not required**: Personnel may initiate the Project if the appropriate design changes are made.
* **Project denied**: The Project must be terminated..

Once the Review Form is complete, the Reviewer must complete the Reviewer portion of the Proposal Form and return it to the Liaison.

## 2.3 CONDITIONALLY APPROVED PROPOSALS

Conditionally-approved Projects require Personnel to make changes or otherwise address questions or concerns from the Reviewer before the Project is allowed to proceed.

**Resubmission Not Required:** If conditional approval does not require resubmission, Personnel may begin work on the Project once they have satisfactorily addressed all of the conditions noted in the Proposal Form. Personnel should ensure that Project documentation or results can substantiate compliance with these conditions.

**Resubmission Required:** If the conditional approval requires resubmission, Personnel must do the following:

1. Address all of the conditions noted in the Proposal Form. If they do not understand or agree with the required change(s), Personnel should discuss this with the Reviewer prior to submitting the revised Proposal Form.
2. Submit the revised Proposal Form. All of the original submission inputs must be left unchanged unless otherwise requested by Reviewer; Liaison must complete the relevant resubmission sections.

[It must be resubmitted to the Reviewer by email at [REVIEWER EMAIL ADDRESS] [[or directly through the form]].]

## 2.4 DENIED PROPOSALS

Denied proposals may not be resubmitted for approval. When possible, the Reviewer is encouraged to provide justification for such denial to the Liaison on the returned Proposal Form. In some cases, contractual or regulatory considerations may prevent full internal disclosure.

# 3. Procedures - Approved Projects

Personnel may begin work on a Project after it has been approved. The Organization understands that Projects are dynamic and their design and implementation may change from their original specification. Personnel should keep in mind that all Projects will be subject to release approval, and significant changes to or deviations from the proposed Project may result in subsequent denial.

The Organization encourages Personnel to seek guidance from the Reviewer or other appropriately-qualified Personnel during the development stage if significant changes occur.

## 3.1 PROJECT RELEASE FORM

Before an approved Project is distributed to its intended recipient or released into software, Liaison must complete the Data Science Release Form (“Release Form”). Many of the prompts are similar or identical to the original Proposal Form, but the Liaison must ensure that the answers reflect the current state of the Project.

The Release Form is located at [RELEASE FORM LOCATION]. [It must be submitted to the Reviewer by email at [REVIEWER EMAIL ADDRESS] or directly through the form.]

## 3.2 RELEASE REVIEW

The Reviewer is responsible for reviewing all submitted Release Forms and making a determination for each Project release [WITHIN RELEASE REVIEW PERIOD SLA]. The Reviewer must complete a Data Science Proposal Review Form (“Review Form”) for each submitted proposal.

The possible determinations of the Project review are:

* **Release approved**: The Project may be distributed or released (subject to the Organization’s other policies and procedures).
* **Release conditionally approved - resubmission required**: The Project may not be distributed or released until Reviewer’s comments, questions, and required changes are addressed and approved.
* **Release conditionally approved - resubmission not required**: The Project may be distributed or released if the appropriate changes are made.
* **Release denied**: The Project may not be distributed or released.

The Reviewer must complete the Reviewer portion of the Release Form and return it to the Liaison.

## 3.3 CONDITIONALLY APPROVED RELEASE

Conditionally-approved releases require Personnel to make changes or otherwise address questions or concerns from the Reviewer before the Project is allowed to be distributed or released.

**Resubmission Not Required:** If conditional approval does not require resubmission, Personnel may distribute or release the Project once they have addressed all of the conditions noted in the Release Form.

**Resubmission Required:** If the conditional approval requires resubmission, Personnel must do the following:

1. Address all of the conditions noted in the Release Form. If they do not understand or agree with the required change(s), Liaison should discuss this with the Reviewer prior to submitting the revised Release Form.
2. Submit the revised Release Form. All of the original submission inputs must be left unchanged unless otherwise requested by the Reviewer; Liaison must complete the relevant resubmission sections.

[It must be resubmitted to the Reviewer by email at [REVIEWER EMAIL ADDRESS] [[or directly through the form]].]

## 3.4 DENIED RELEASE

Denied releases may not be resubmitted for approval. When possible, the Reviewer is encouraged to provide justification for such denial to the Liaison on the returned Release Form. In some cases, contractual or regulatory considerations may prevent full internal disclosure.

# 4. Related Policies and Procedures

## 4.1 DATA PROCESSING AND HANDLING

This Sub-Procedure is not intended to address all aspects of data processing. [The Organization’s [DATA HANDLING POLICY AND PROCEDURES], [CHOICE AND CONSENT POLICY AND PROCEDURES], [DATA CLASSIFICATION POLICY AND PROCEDURES], [ANY OTHER APPLICABLE POLICIES AND PROCEDURES] must be followed when applicable.

## 4.2 RETENTION

Documentation required under this Sub-Procedure must follow the Organization’s [RETENTION POLICY AND PROCEDURES].

[LIST OTHER APPLICABLE POLICIES AND PROCEDURES]

# 5. Guidance

Personnel with questions about how to follow these procedures should first consult the Organization’s internal resources:

[LIST RELEVANT RESOURCES, SUCH AS HANDBOOKS, WIKI PAGES, ETC.]

Questions or comments related to this document can be directed to [SUB-PROCEDURE OWNER] at [SUB-PROCEDURE OWNER CONTACT].