

Tuesday Tips is a new outreach effort by OGCA. The idea behind *Tuesday Tips* is to convey tips, tricks and other helpful information around the area of research administration. Our goal is to post on (almost every) Tuesdays. If there is something you would like to see covered on *Tuesday Tips*, email: UAF-GCReATE@alaska.edu. For more Tips visit [OGCA website](#).

Freedom of Information Act (FOIA)

The Freedom of Information Act (FOIA) of 1967, 5 U.S.C. 552, requires federal funding agencies to release certain grant documents and records requested by members of the public, regardless of the intended use of the information. These policies and regulations apply to information in the possession of the federal agency and do not require grantees or contractors under grants to permit public access to their records. The regulations also indicate types of information that are generally exempt from release. The Freedom of Information Act (FOIA) provides the public the right to

- Pending and funded non-competing continuations;
- Grant progress reports; and
- Final reports of any audit, survey, review, or evaluation of grantee performance that have been transmitted to the grantee.

The following types of information/records will generally be withheld in response to an FOIA request:

- Pending competing grant applications;
- Unfunded new and competing continuations and competing supplemental applications;
- Financial information regarding a person, such as salary information

Privacy Act, the time limit is 10 business days. This period does not begin until the request is actually received by the FOIA office of the Federal agency.

In addition, a Federal agency may receive a request (not identified as FOIA) for a copy of a grant application (proposal). The awardee institution will be contacted by the Federal agency regarding this request, informing that the proposal will be released with certain person and salary data redacted from the proposal application. These requests are not required to follow the 20-day limitation response time as set forth in the FOIA Act.

All FOIA requests are coordinated with General Counsel and OGCA.

For additional information, visit the [OGCA website](#).