

INSTITUTE FOR ADVANCED STUDY POLICY

Policy Title:	Use of Generative Artificial Intelligence Tools for Research	Issue date:	September 9, 2026
Section:	IAS Computing	Latest revision:	
Approval Authority:	Director, COO, CIO	Reviewed:	
Responsible Office:	Office of the Director	Contact:	Office of the Director

INTRODUCTION

The Institute for Advanced Study provides access to, or reimbursement for, the use of generative artificial intelligence (AI) tools to support the scholarly work of its research community (“Institute-sponsored AI tools”). To ensure that Institute-sponsored AI tools are used in a manner consistent with the Institute’s mission and values, this policy establishes the conditions under which these tools are made available, defines eligibility for access, sets usage limits, and outlines the responsibilities of all users. This policy applies to all Institute affiliates who access these tools for scholarly purposes: Faculty, Emeriti Faculty, Members, Research Associates, and administrative and professional staff who are employed in a research capacity

PROFESSIONAL USE ONLY

Institute-sponsored AI tools are made available only for professional use in connection with an individual’s research, teaching, administrative responsibilities, or other activities undertaken in connection with their work as an Institute affiliate.

Examples of permitted professional use include, but are not limited to:

- Drafting, editing, or summarizing scholarly papers, grant proposals, or Institute communications
- Analyzing or synthesizing research data and literature
- Preparing presentations, reports, or administrative documents
- Coding or computational tasks related to Institute research

Examples of prohibited personal use include, but are not limited to:

- Tasks undertaken for outside employment, consulting, or personal business interests
- Personal or creative projects unrelated to the individual’s research at the Institute

- Any other uses unrelated to the individual's role or appointment at the Institute

The use of Institute-sponsored AI tools must otherwise comply with the Institute's general policy on [Computer Use](#). The use of the Institute's AI program may be subject to logging and periodic review, and while the Institute does not routinely monitor the content of individual sessions, it reserves the right to investigate usage that raises concerns about policy compliance, security, or appropriate use.

ELIGIBILITY & SEAT LICENSES

The Institute has entered into a number of agreements with AI service providers under which Institute affiliates may use "seat licenses" for purposes of their scholarship. The following Institute affiliates are eligible to use the seat licenses available under these agreements:

- Faculty and Members holding a current term of appointment
- Emeriti Faculty with continued affiliation with the Institute
- Visiting Scholars and Research Associates with a formal appointment letter
- Administrative and Professional Staff for the duration of their employment

Under the terms of these agreements, the Institute offers three tiers of use for eligible affiliates:

- **General Use:** Widely available tools within the IAS community, and those licensed by IAS for experimentation and daily productivity tasks, available to all scholars who meet the eligibility criteria outlined in this policy.
- **Advanced Use:** Higher performance AI models, and higher usage limits. Available upon request to eligible scholars, provisioned through an enterprise agreement between IAS and the platform provider. The specific level of support is outlined in the Use of Generative AI Tools for Research Guidelines that accompany this policy.
- **Specialized Use:** Available through reimbursement for developers and other specific technical use cases, subject to the Use of Generative AI Tools for Research Guidelines.

For further information and specific examples of AI Tools, please [use this link](#).

Eligibility begins on the first day of an individual's appointment or employment and ends on the last day of their appointment or employment, as recorded in the Institute's official records. No extension of access to Institute-sponsored AI tools will be granted unless the individual's appointment or employment has been extended.

IAS Computing will provide seat licenses for General Use or Advanced Use upon confirmation of an eligible appointment. Users will receive instructions for accessing the licensed platform as part of their onboarding.

Seat licenses are non-transferable. Access may not be shared with, delegated to, or used on behalf of any other individual, whether affiliated with the Institute or not. Access to the seat license will be granted only through Institute-provided user credentials.

Upon the expiration or termination of an appointment or employment—including early departure, resignation, or non-renewal—the seat license will be deactivated. **Users are responsible for ensuring that any Institute-related work in progress on the platform is appropriately saved or exported prior to their departure.**

Questions about whether a specific tool is available for General Use, Advanced Use, or Specialized Use should be directed to IAS Computing.

USAGE LIMITS

To ensure equitable access and responsible stewardship of Institute resources, the use of Institute-sponsored AI tools is subject to a monthly spending limit. This limit reflects the allocated cost of API calls, tokens, or equivalent usage metrics as reported by the platform. These limits are specified in the Use of Generative AI Tools for Research Guidelines [found on the AI Tools Available to IAS Scholars](#).

Users who anticipate needing to exceed the standard usage limit for a specific research or administrative purpose may request a temporary increase by submitting a written request to their School Administrative Officer, including a brief description of the need. Requests will then be forwarded to the Chief Operating Officer for review. Approved exceptions will be documented and time-limited.

The Institute reserves the right to adjust usage limits from time to time based on budgetary considerations, changes in platform pricing, or patterns of use across the community. Users will be notified in advance of any material changes to spending limits.

REIMBURSEMENT

Those seeking reimbursement for AI tools/usage should follow the [Travel & Business Expense Reimbursement](#) guidelines listed on the Comptroller's Office website and submit additional requests through the Schools' Administrative Officer.

ACADEMIC INTEGRITY

The rapidly evolving uses of AI for scholarly purposes raise many novel questions regarding academic integrity. This policy is set forth with the understanding that all scholars associated with the Institute are expected to abide by the appropriate standards for their field of research. For further guidance regarding the Institute's academic integrity policy, see "Misconduct in Research" in the [Faculty Handbook](#) (pages 6-8).

INTELLECTUAL PROPERTY

Scholarly work product created with the assistance of AI tools remains subject to the Institute's Intellectual Property Policy as set forth in the [Faculty Handbook](#) (pages 8-10). Faculty, Members, Fellows, Visitors, and other academic affiliates should consult that policy for further guidance and information regarding the terms governing ownership of scholarly work, software, data, and other work product.

Please note that license agreements with AI platform providers may impose additional terms and conditions restricting the use or ownership of scholarly work product. Questions regarding such terms and conditions may be directed to the Chief Operating Officer. However, work created entirely outside of Institute resources—using personal accounts and devices, and unrelated to the individual's Institute appointment—is not subject to this policy.

DATA PRIVACY AND CONFIDENTIALITY

Users should exercise care when entering information into AI platforms. Sensitive personal data, confidential Institute information, unpublished research findings, and proprietary data should not be entered into AI tools unless the Institute has confirmed that the licensed platform meets applicable data protection and confidentiality requirements. Questions should be directed to IAS Computing.

OVERSIGHT AND VIOLATIONS

The Office of the Director and IAS Computing are responsible for policy oversight and periodic review, while School administrators are responsible for communicating this policy to those within their area and for reviewing requests for usage exceptions. IAS Computing is also responsible for provisioning and deactivating seat licenses, monitoring usage, and maintaining the list of approved platforms.

Users are responsible for understanding and complying with this policy and for using AI tools in a manner consistent with the Institute's values. Failure to comply with this policy may result in suspension or permanent revocation of access to Institute-sponsored AI tools, and may be referred for further action under the applicable employment, membership, or academic conduct policies.

QUESTIONS AND POLICY UPDATES

Questions regarding this policy or its application should be directed to IAS Computing (help@ias.edu) or the Chief Operating Officer. This policy will be reviewed annually and updated as needed to reflect changes in technology, usage patterns, or institutional needs.