

FOUR-PAGE WORKING ARTIFACT

Research AI use record

A policy-grounded guide and four-page record for deciding what AI may receive, which judgment remains human, how output is verified, and what must be disclosed.

RESEARCH TASK AND ACCOUNTABLE PERSON	TOOL, MODEL, VERSION, AND ENVIRONMENT
INPUT DATA CLASSIFICATION	CONTROLLING POLICY AND OBSERVATION DATE

Completion gate

☐ Input boundary approved	☐ Human judgment and accountability named
☐ Material outputs independently validated	☐ Reproducibility record retained
☐ Required disclosure approved	☐ Retention, deletion, and incident path recorded

How to use this record. Complete it with the people who control the relevant policy, rights, evidence, and decision. An empty field is an unresolved decision, not permission to proceed.

MANUSIGHTS PLANNING MODEL

Research AI Permission Map

Answer each question with evidence that another qualified person can inspect. The framework organizes a decision; it does not replace the controlling authority.

Decision	Question, proof, and working record
1. Input boundary	What information would leave your approved environment? Proof: Data class, confidentiality owner, consent or agreement, retention terms, and approved system.
2. Delegated judgment	What decision is the system being asked to make, and who remains accountable? Proof: Human owner, prohibited delegation, decision impact, review step, and escalation path.
3. Output validation	How will every material claim, citation, transformation, calculation, and image be checked? Proof: Verification method, primary evidence, code or prompt record where appropriate, and reviewer.
4. Reproducibility	Could another qualified person understand and repeat the material workflow? Proof: Tool and version, settings, input description, change log, retained code, and output provenance.
5. Disclosure	What do the journal, funder, institution, collaborators, or participants require you to report? Proof: Controlling policy, disclosure text, placement, observation date, and approver.

CONTEXT BEFORE ACTION

Permission zone

Use these starting points to identify the next verification. Do not convert a category into approval without checking the current, project-specific source.

Green: bounded assistance

Public or non-sensitive input, reversible assistance, no delegated scientific judgment, and a defined human check. Formatting a public reference list, brainstorming search terms, or explaining public documentation.

PROJECT-SPECIFIC EVIDENCE

Amber: validated research work

Analysis, code, synthesis, hypotheses, translation, or writing that can materially affect the research record. Require approved inputs, reproducible records, domain validation, claim checking, and any required disclosure.

PROJECT-SPECIFIC EVIDENCE

Red: stop without approval

Confidential manuscripts or reviews, grant-review material, participant data, protected health information, credentials, secrets, or delegated final judgment. Proceed only if a controlling policy and approved protected environment specifically permit the use.

PROJECT-SPECIFIC EVIDENCE

RECORDED DECISION☐ Proceed☐ Revise☐ Stop and escalate

CLOSE THE LOOP

Leave a record someone else can verify.

- 1 Keep prompts or settings when policy and privacy allow.
- 2 Record failed checks and human corrections.
- 3 Update the review when the tool, model, data, or policy changes.
- 4 Stop if a protected input or prohibited decision enters scope.

Official source record / checked September 15, 2026

A. Artificial Intelligence in Publishing

International Committee of Medical Journal Editors / Authorship, accountability, disclosure, and confidentiality

[Open official source](#)

C. Peer Review

NIH Office of Extramural Research / Confidentiality and generative AI in peer review

[Open official source](#)

E. Use of Generative AI in Funding Applications

Wellcome / Declaration and applicant responsibility

[Open official source](#)

B. Helpful Reminders to Ensure Integrity of NIH-Supported Research When Using Artificial Intelligence

NIH Office of Extramural Research / Research integrity and fabricated material

[Open official source](#)

D. Artificial Intelligence Risk Management Framework: Generative Artificial Intelligence Profile

National Institute of Standards and Technology / Govern, map, measure, and manage functions

[Open official source](#)

Reuse. Original framework and worksheet: CC BY 4.0. Credit Manusights, the artifact title, edition, and <https://manusights.com/resources/ai-tools-for-researchers>; identify changes. Source material retains its own status. This pack does not provide project-specific approval or replace institutional, funder, publisher, ethics, privacy, legal, security, grants, or other controlling instructions.