

Template: AI Use Log and Policy for Education Researchers



This template is based on the report [Guidelines For Responsible Use of AI in STEM Education Research: Protecting Participant Communities and Research Integrity](#). Released in April 2026, the report covers critical areas of concern as well as specific guidelines and guardrails for protecting participants as well as emphasizing research integrity.

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How to Use this Template

There is an incredible amount of decisions to be made about whether, when, and how to use AI in research. This template can be used with your research collaborators **to lay the groundwork for creating your own AI use policy**. We encourage you to look at each item, consider the policy you want for a particular project or for all of your projects, and add your own items.

This template is incomplete and void of the myriad ways AI can be used in research. However, it is a step in thinking about different types of AI usage you and your team may consider and various permission levels. It also leaves out many of the critical questions that you should consider and teams should discuss. For example, *if you choose to use AI to analyze your dataset, will you be able to defend the output in a publication and standing in front of an audience at a presentation? And, how will you vet the results to ensure that the system did not fabricate responses?*

Further, depending on the context, researchers and research teams may need to specify **what kind of disclosure (e.g., to a funder, in a research paper, on a website) is appropriate**. This includes levels of transparency in the research, including presentations and publications. We encourage you and your team to adapt these templates to meet your specific needs.

Template: AI Usage Log

To begin this process, **we recommend that you or your team keep a running log of AI use for one to two weeks.** Below is a template that you and/or your team could use to record AI usage in a spreadsheet. This is, in effect, a two-level log: the table below is the higher level log. It is useful for sharing information between team members, evaluating AI use for determining potential modifications to AI policies in the future, and general tracking of AI use. The final column may contain a note or a link to a document that more fully documents the AI use. For example, if an AI tool is used to support a literature review, the linked document would include prompts used, dates used, links to the output (or the output itself), and other information that may be helpful to more fully describe the way AI was used (e.g., when writing a methodology section for a systematic literature review).

AI Tool and Version	Task	Researcher	Researcher Contribution	Evaluation Notes	Dates, Prompts, and Output
<i>Example: Asta (no version listed)</i>	<i>Finding papers for lit review</i>	<i>Laila</i>	<i>Vetted results by reading abstracts at the publishers' websites; used Google Scholar to find additional papers.</i>	<i>Asta identified several very helpful papers that I didn't find in Google Scholar, but some it marked as "perfectly relevant" were not.</i>	<i><link></i>
<i>Example: Gemini (version 2.5)</i>	<i>Summarizing responded to open-ended questions</i>	<i>Armando</i>	<i>Read raw responses first, noted themes, then read the AI summary, checking for additional themes.</i>	<i>Summaries were not helpful; they were too general and vague.</i>	<i><link></i>

Template: AI Use Policy

After tracking your AI usage, the data can be used to assist you and your team to have a robust discussion as you consider the types of AI use and permission levels provided below.

Type of AI Use	Example	Permission Level	Additional Caveats
Ideation	"Give me five different titles for a research project about . . ."	<input type="checkbox"/> Not permitted <input type="checkbox"/> Permitted with closed AI system only <input type="checkbox"/> Permitted with open AI system, but no model training <input type="checkbox"/> Permitted with open AI system and model training Disclosure: __ Required __ Not required	
Ideation	"I want to write a proposal for a grant that has these specifications. . . What would be a strong proposal?"	<input type="checkbox"/> Not permitted <input type="checkbox"/> Permitted with closed AI system only <input type="checkbox"/> Permitted with open AI system, but no model training <input type="checkbox"/> Permitted with open AI system and model training Disclosure: __ Required __ Not required	
Productivity	Automatic meeting transcripts or summaries for online meeting platforms.	<input type="checkbox"/> Not permitted <input type="checkbox"/> Permitted with closed AI system only <input type="checkbox"/> Permitted with open AI system, but no model training <input type="checkbox"/> Permitted with open AI system and model training Disclosure: __ Required __ Not required	

Type of AI Use	Example	Permission Level	Additional Caveats
Grant Writing	"Write a ten-page grant application based on these bullet points."	<input type="checkbox"/> Not permitted <input type="checkbox"/> Permitted with closed AI system only <input type="checkbox"/> Permitted with open AI system, but no model training <input type="checkbox"/> Permitted with open AI system and model training Disclosure: <input type="checkbox"/> Required <input type="checkbox"/> Not required	
Non-academic Writing	"Write three paragraphs for a website summarizing the research study in the uploaded file. The target audience is parents of high school students."	<input type="checkbox"/> Not permitted <input type="checkbox"/> Permitted with closed AI system only <input type="checkbox"/> Permitted with open AI system, but no model training <input type="checkbox"/> Permitted with open AI system and model training Disclosure: <input type="checkbox"/> Required <input type="checkbox"/> Not required	
Agentic AI for Project Management	"Send emails to all participants in phase one (as indicated in the spreadsheet) asking them to complete the survey. Send follow up reminders at 5 and 10 days to those who don't complete the survey (as indicated in the survey system account)."	<input type="checkbox"/> Not permitted <input type="checkbox"/> Permitted with closed AI system only <input type="checkbox"/> Permitted with open AI system, but no model training <input type="checkbox"/> Permitted with open AI system and model training Disclosure: <input type="checkbox"/> Required <input type="checkbox"/> Not required	

Type of AI Use	Example	Permission Level	Additional Caveats
Generation of Ancillary Materials	"Create four images. Each one should show a diverse group of college students conducting an experiment in a chemistry lab."	<input type="checkbox"/> Not permitted <input type="checkbox"/> Permitted with closed AI system only <input type="checkbox"/> Permitted with open AI system, but no model training <input type="checkbox"/> Permitted with open AI system and model training Disclosure: __ Required __ Not required	
Generation of Research Materials	"Create ten questions designed to assess the sense of belonging of high school students in STEM courses."	<input type="checkbox"/> Not permitted <input type="checkbox"/> Permitted with closed AI system only <input type="checkbox"/> Permitted with open AI system, but no model training <input type="checkbox"/> Permitted with open AI system and model training Disclosure: __ Required __ Not required	
Idea Refinement	"Refine this research question: ..."	<input type="checkbox"/> Not permitted <input type="checkbox"/> Permitted with closed AI system only <input type="checkbox"/> Permitted with open AI system, but no model training <input type="checkbox"/> Permitted with open AI system and model training Disclosure: __ Required __ Not required	

Type of AI Use	Example	Permission Level	Additional Caveats
Feedback	"List ways that this research question might be improved:"	<input type="checkbox"/> Not permitted <input type="checkbox"/> Permitted with closed AI system only <input type="checkbox"/> Permitted with open AI system, but no model training <input type="checkbox"/> Permitted with open AI system and model training Disclosure: __ Required __ Not required	
Feedback	"Write a peer review of this paper, identifying at least five areas for improvement."	<input type="checkbox"/> Not permitted <input type="checkbox"/> Permitted with closed AI system only <input type="checkbox"/> Permitted with open AI system, but no model training <input type="checkbox"/> Permitted with open AI system and model training Disclosure: __ Required __ Not required	
Generation of Synthetic Data	"Provide 20 responses to this interview question as if you were an engineering major."	<input type="checkbox"/> Not permitted <input type="checkbox"/> Permitted with closed AI system only <input type="checkbox"/> Permitted with open AI system, but no model training <input type="checkbox"/> Permitted with open AI system and model training Disclosure: __ Required __ Not required	

Type of AI Use	Example	Permission Level	Additional Caveats
Data Analysis	“In this set of interviews, identify the five main themes related to influences that encourage students to study computer science.”	<input type="checkbox"/> Not permitted <input type="checkbox"/> Permitted with closed AI system only <input type="checkbox"/> Permitted with open AI system, but no model training <input type="checkbox"/> Permitted with open AI system and model training Disclosure: __ Required __ Not required	
Editing	Use of tools that check grammar and spelling	<input type="checkbox"/> Not permitted <input type="checkbox"/> Permitted with closed AI system only <input type="checkbox"/> Permitted with open AI system, but no model training <input type="checkbox"/> Permitted with open AI system and model training Disclosure: __ Required __ Not required	
Academic Writing	“Write an abstract of 220-250 words based on this research study.”	<input type="checkbox"/> Not permitted <input type="checkbox"/> Permitted with closed AI system only <input type="checkbox"/> Permitted with open AI system, but no model training <input type="checkbox"/> Permitted with open AI system and model training Disclosure: __ Required __ Not required	

Type of AI Use	Example	Permission Level	Additional Caveats
Content for Alternative Dissemination	"Create a 20-minute podcast for high school physics teachers based on the research study described in the attached file."	<input type="checkbox"/> Not permitted <input type="checkbox"/> Permitted with closed AI system only <input type="checkbox"/> Permitted with open AI system, but no model training <input type="checkbox"/> Permitted with open AI system and model training Disclosure: __ Required __ Not required	
Other:		<input type="checkbox"/> Not permitted <input type="checkbox"/> Permitted with closed AI system only <input type="checkbox"/> Permitted with open AI system, but no model training <input type="checkbox"/> Permitted with open AI system and model training Disclosure: __ Required __ Not required	
Other:		<input type="checkbox"/> Not permitted <input type="checkbox"/> Permitted with closed AI system only <input type="checkbox"/> Permitted with open AI system, but no model training <input type="checkbox"/> Permitted with open AI system and model training Disclosure: __ Required __ Not required	

Logging AI Usage for Every Research Project

Once your policy is in place, we recommend using the same use log provided up to track your AI use. For transparency and integrity in research, we highly recommend that you add scripts and other detailed information about how the AI tool was used. **Scripts will include prompts as well as outputs, and decisions you made along the way related to evaluating the AI output.**

This level of detail will provide evidence for accountability and fidelity of the research process, the details can also be used to write descriptions within a publication.



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