

---

## Acceptable Use Policy for proposalCENTRAL

### Purpose

This document defines the Acceptable Use Policy ("Policy") of the electronic application, review and award management systems, products, services, server hosting facilities and data contained within (collectively, the "proposalCENTRAL").

proposalCENTRAL is provided by Altum, Inc. ("Altum") to or for the benefit of clients, grantors, grant applicants, grantees, reviewers of proposals and other users (collectively, "Client"). This Policy will ensure the integrity, security, reliability, and privacy of proposalCENTRAL.

Altum retains the right to modify the Policy at any time, effective upon posting of the modified Policy to this URL: <https://proposalcentral.altum.com/usepolicy.pdf>

proposalCENTRAL Users are responsible for continual compliance with this Policy as well as any modifications posted on the above-cited URL.

### proposalCENTRAL Security

Grant application, review and award data maintained by proposalCENTRAL on the Altum network is contained in separate databases for each Client. Proposal and award data are not "co-mingled" among Clients and each Client will have access to only data relevant to proposals submitted to that Client.

Profile data on all applicants, regardless of the Client to which a proposal is being submitted, is maintained in a secure central database. Clients will have access to data about applicant profile data that is relevant only to proposals being submitted to that Client.

Client is prohibited from violating, or attempting to violate, the security of proposalCENTRAL. Any violations may result in criminal prosecution and/or civil liabilities to the Client. Altum will investigate any alleged violations and will cooperate with law enforcement agencies if a criminal violation is suspected. Examples of violations of the security of proposalCENTRAL include, without limitation, the following:

- Accessing data not intended for such Client.
- Logging into a server or account that the Client is not authorized to access.
- Attempting to probe, scan, or test the vulnerability of a system or network.
- Breaching security or authentication measures without proper authorization.
- Attempting to interfere with service to any user, host, or network including, without limitation, via means of overloading, "flooding," "mail-bombing," or "crashing".
- Taking any action in order to obtain services to which the Client is not entitled.

---

## Illegal Use

proposalCENTRAL may only be used for lawful and ethical purposes. For example, Client may not use proposalCENTRAL to create, transmit, distribute, or store material that:

- Violates a trademark, copyright, trade secret, or other intellectual property rights of others.
- Violates the privacy, publicity, or other personal rights of others.
- Impairs the privacy of communications.
- Impairs or interferes with other person's authorized use of proposalCENTRAL.
- Contains obscene, pornographic, harassing, libelous, abusive, threatening, harmful, vulgar or otherwise objectionable content.
- Violates export control laws or regulations.
- Encourages conduct that would constitute a criminal offense or give rise to civil liability.
- May cause technical disturbances to proposalCENTRAL, including, but not limited to, introduction of viruses, worms, or other destructive mechanisms.
- Violates reasonable regulations of Altum or other service providers with respect to the network.
- Assists or permits any persons in engaging in any of the activities described above.
- Constitutes deceptive on-line marketing.
- Constitutes junk email or "spam".
- Forward emails to any recipient which is not a member of a distribution list authorized by Altum to receive email transmissions.

If Client becomes aware of any such activities, Client is obligated to immediately notify Altum and take all other appropriate actions to cause such activities to cease.

## Responsibility for proposalCENTRAL Content

Client is responsible for all its content hosted by Altum. Altum exercises no control over, and accepts no responsibility for, the content of the information passing through proposalCENTRAL, including content provided by individual applicants or content provided by Clients to the applicants. Any website links are provided as Internet navigation tools for informational purposes only and not as an endorsement by Altum of the contents of such websites. Altum does not adopt, nor warrant the accuracy of, the content of any linked website and undertakes no responsibility to update the content. Use of any information obtained via proposalCENTRAL is at Client's own risk.

Altum does not screen communications and is not responsible for screening or monitoring content used by Client.

## Consequences of Unacceptable Use

Altum reserves the right, without notice to Client, to suspend or terminate access to proposalCENTRAL upon a good faith believe that Client has committed or contemplates committing a violation of this Policy.

---

Indirect or attempted violations of this Policy, and actual or attempted violations by a third party on behalf of a Client, shall be considered violations of this Policy by such Client. Furthermore, it is a violation of this Policy to use the services of another provider for the purposes of facilitating any of the activities described above if such use of another provider's service could reasonably be expected to affect proposalCENTRAL.

### **Questions, Comments, or Complaints**

Altum reserves the right to modify this Policy in the manner set forth above at any time. If you are unsure whether any contemplated use is permitted or have any comments regarding prohibited use or other abuse of proposalCENTRAL, please direct questions or comments to: Altum Inc., 1801 Robert Fulton Drive, Suite 450, Reston, VA, 20191, telephone 1-800-875-2562, or [pcsupport@altum.com](mailto:pcsupport@altum.com).