

Liberty University's AI Research Challenge

Guidelines and Frequently Asked Questions (FAQ)

Liberty University is excited to harness the power of Artificial Intelligence (AI) to enrich our classroom and work environments. As a Christian university committed to excellence and innovation, we believe AI can transform our educational and administrative processes.

Overview:

We invite all residential faculty members and academic staff (full-time and part-time) to participate in the Liberty University AI Research Challenge. This initiative seeks creative and practical ideas on how AI can improve teaching methods, streamline administrative tasks, and support our mission of developing Christ-centered individuals with the values, knowledge, and skills essential to impact the world.

Selected ideas will be granted a license to use Microsoft Copilot for M365 for educational purposes subject to Provost Office review and oversight. This advanced version offers a more secure experience as it is not used to train other open AI tools.

Focus Areas:

1. Classroom Innovation
2. Administrative Efficiency
3. Student Support

Proposals that enhance the academic environment and align with the University's Strategic Plan and goals of our academic schools are also welcome.

Application Process:

Residential faculty and academic staff interested in utilizing this new tool should submit a proposal via this link: [Submit a Proposal](#). Your proposal should include:

- A summary of your intended use of Copilot M365
- Approximate impact on students and/or workload
- Supporting evidence/research (if applicable)

Evaluation and Selection:

The Provost Office review committee will evaluate all submissions and select the most promising ideas for further development. Selected proposals will receive:

- Microsoft Copilot M365 License for one year, subject to renewal at Provost Office's sole discretion
- IT support for discussion/implementation
- Access to AI tools and training resources
- Training workshops hosted by Microsoft

We encourage you to think creatively about how AI can help us better serve our students and community. Together, we can explore new frontiers in education and work, guided by our faith and commitment to excellence.

Frequently Asked Questions

About the AI Research Challenge:

- For more information on the proposal request and application process, please visit our [AI Research Challenge landing page](#).
- Use the AI Research Challenge [Submission Form](#) to submit your research proposal.
- Proposals will be evaluated by a committee led by the Provost Office in collaboration with Information Services.
- We encourage interested residential LU faculty and academic staff to submit proposal ideas to leverage [LU Copilot for M365](#) (Free version available now to all LU users) across academic, research, and work environments.

Who can participate?

- Liberty University Residential Faculty and Academic Staff are eligible to participate in the AI Research Challenge. If you believe you should have access to submit a proposal but cannot, please submit [IT Helpdesk Ticket](#).

Are students eligible to submit a proposal?

- No, students and learners are not eligible to submit a proposal for the AI Research Challenge.

General Access and Training Questions:

- For tutorials and training, several short training videos are available. Please review the links below for beneficial resources specific to our AI Research Challenge.

Introductory Reading:

- [Microsoft Copilot Scenario Library – Microsoft Adoption](#)
- [Copilot Success Kit – Microsoft Adoption](#)
- [Prompting Guide Basics](#)
- [Prompting Guide Elements](#)
- [Microsoft Copilot Overview](#)
- [OpenAI Prompt Engineering Guide](#)

Additional Resources:

- [Microsoft AI Training](#)
- [Prompting Guide Techniques](#)
- [Khan Academy Prompt Engineering Basics](#)

Privacy:

When using Microsoft Copilot or Copilot M365, adhere to all existing Liberty University policies and procedures, including:

- [Academic Information and Policies](#)
- [Compliance and Security Policies](#)

Data Usage:

- Do not use FERPA-protected data in prompts. Use representative dummy/fictitious data instead. For example, use pseudonyms like “Student 1” or “John Doe.”
- For more information about Liberty University’s FERPA policy, visit the [Liberty University FERPA](#) policy page. For information about the Family Educational Rights and Privacy Act (FERPA), visit the [US Department of Education FERPA](#) website.