



**Group Access XML Download System Usage  
(Operationally referred to as “GRABIT”)**

**Terms and Conditions Agreement**

**Between**

**[Organizational Name]**

**And**

**THE NASA SCIENTIFIC AND TECHNICAL  
INFORMATION (STI) PROGRAM**

**[Date]**

## 1.0 BACKGROUND

The NASA STI Program Office (STIPO) is offering NASA and NASA contractor organizations, projects, programs, and groups using a nasa.gov domain computer the ability to download NASA Aeronautics and Space Database (NA&SD) Group Access XML data (operationally referred to as “GRABIT”) from a NASA-sponsored sftp Web site. The data downloads provide a “link” to PDF records available within the GRABIT subset of the NA&SD.

Due to the nature of the data, specific access and security controls must be implemented by the NASA users requesting this service.

## 2.0 PURPOSE OF TERMS AND CONDITIONS AGREEMENT

The Terms and Conditions Agreement establishes the working relationship between the NASA STIPO and [Organizational Name].

The mutually agreed upon requirements and responsibilities between the [Organizational Name] and the NASA STIPO are defined within the Terms and Conditions Agreement below.

## 3.0 REQUIREMENTS FOR GRABIT DATA USAGE

- 3.1 [Organizational Name] must validate that all users accessing GRABIT data are NASA employees or NASA contractors. The validation method for verifying user identity must be provided to the NASA STIPO.
- 3.2 GRABIT data restrictions and availability markings as indicated in bibliographic metadata must be observed.
- 3.3 **GRABIT data must not be replicated or altered in any way.**
- 3.4 [Organizational Name] must provide data access statistics (number of times metadata was accessed) to the NASA STIPO on a monthly basis.
- 3.5 If [Organizational Name] has information qualifying as STI, reciprocal exchange of that information will be a condition of this agreement. Transfer of this STI will be addressed on a case-by-case basis.
- 3.6 **Distribution of GRABIT data to parties other than NASA employees or NASA contractors is not permitted.**

## 4.0 NASA STIPO RESPONSIBILITIES

- 4.1 The NASA STIPO will transfer NA&SD Group Access XML metadata files (GRABIT data) via the Center for AeroSpace Information (CASI). GRABIT data is available only to NASA employees and NASA contractors using a nasa.gov domain computer. CASI will transfer the full NA&SD GRABIT metadata to the CASI sftp server system. [Organizational Name] will be provided access to the sftp server after NASA STI Program Office approval. Access will be terminated at NASA STI Program Office / [Organizational Name] request. It will be up to [Organizational Name] to automate the download process. CASI estimates that the size of this data would be around 1.5GB in compressed format.
  - 4.1.1 CASI creates a full data set of NASA and Non-NASA STI at the beginning of each month (around the 8<sup>th</sup>). The data set includes all the documents available to GRABIT users ranging from accession year 1962 up to the first of each month. (NOTE: GRABIT users must discard **ALL** previously received GRABIT data sets). In the middle of the month (around the 18<sup>th</sup>), CASI creates an updated data set which includes documents that are created/modified/deleted during the first 15 days of that month. (Note: Existing GRABIT users should pick up these updates as additional data to the full data set they already have).
  - 4.1.2 For **new** GRABIT users (new users authorized access to GRABIT data after the full data set is delivered), STIPO recommends that you retrieve both the full and the incremental data sets.
  - 4.1.3 In the event we make modifications to the frequency of delivery, we will inform you via email. Please ensure your point of contact email information is current.
- 4.2 Provide the [Organizational Name] system PM with a notification of any intended changes to the configuration and/or location of the sftp site.
- 4.3 Provide the [Organizational Name] PM with a notification of any scheduled GRABIT sftp site outages. Provide the [Organizational Name] with notification of full data set and incremental data set delivery to sftp site.
- 4.4 Provide and maintain the hardware, software, network, databases, or other infrastructure required for the operation of the GRABIT download system.

## 5.0 [ORGANIZATIONAL NAME] RESPONSIBILITIES

- 5.1 Provide the NASA STIPO with the physical location (address) of organizational service/site/server hosting and/or accessing GRABIT data.
- 5.2 Provide the NASA STIPO with proof of a current certified and accredited system that will store the GRABIT data, or as an alternative, provide the IT Security Document Identifier if available and known.
- 5.3 Maintain the security classification and usage limitations of all data managed by the [Organizational Name]. Comply with NASA directives requirements for the management of Sensitive-But-Unclassified (SBU) Information (see NPR 1600.1, Chapter 5, and MPR 1600.1).
- 5.4 Provide the NASA STIPO with a notification of any intended changes to the configuration and/or location of the [Organizational Name] system.
- 5.5 Provide the NASA STIPO with a notification of any intended outages of the [Organizational Name] system.
- 5.6 Provide the NASA STIPO with a current listing of individuals to be notified when a new delivery of GRABIT data is delivered to the NASA sftp site.
- 5.7 GRABIT users are encouraged to follow the recommendations for retrieving GRABIT data as noted in section 4.1.1 (see the two Notes indicated in that section) and in section 4.1.2 for new GRABIT users.

## 6.0 SECURITY

- 6.1 The [Organizational Name] system will maintain an active and approved Security Plan with the IT Security Department, in accordance with [Center] IT Security requirements and directives. (Also see item 5.2.)

## 7.0 REVISIONS

- 7.1 Revisions to this agreement may be made with mutual consent of the [Organizational Name] system PM and the NASA STI PM or Curator.
- 7.2 Each revision shall be a consecutively numbered supplement to this agreement.

**8.0 TERMINATION**

- 8.1 The provisions of this agreement shall remain in effect for 1 year, or until the requesting organization does not meet the terms and conditions specified above.
  
- 8.2 Failure to comply with the terms and conditions of this document will result in termination of availability of GRABIT data.

**9.0 APPROVALS**

Signature NASA System Manager \_\_\_\_\_

Printed Name NASA System Manager \_\_\_\_\_

Email Address NASA System Manager \_\_\_\_\_

Phone Number NASA System Manager \_\_\_\_\_

Date \_\_\_\_\_

Signature NASA System Manager \_\_\_\_\_

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Date \_\_\_\_\_