

GenAI Best Practices

Remember the acronym **'SPOT'** to help you effectively and safely use GenAI to support your work.

Secure DATA

- ✓ DO read and follow the UVA GenAI Responsible Use Guidelines and Terms of Use.
- ✗ DO NOT upload "Highly Sensitive" UVA data to any AI tool, public or enterprise.

ONLY use "Sensitive" UVA information in chat prompts for enterprise tools (e.g. UVA Copilot Chat).

Prompt ENGINEERING

- ✓ Craft effective prompts using these four key elements:
 1. **Clarity:** tell the model your exact purpose and task
 2. **Context:** provide background information or previous example(s)
 3. **Precision:** give clear instructions for outcome, format, length, etc.
 4. **Role-play:** set a role (your job) to guide the response

Output ANALYSIS

- ✓ DO validate any new information provided in model results to ensure accuracy. Use your judgement and expertise to scan for any false or skewed details.
- ✗ DO NOT just copy and paste results. Remember, AI models can hallucinate and have biases.

Try PERSONALIZATION

ALWAYS maintain a human-centered and safe approach to AI use.

- ✓ DO customize prompts and content to meet your needs and goals.
- ✓ DO tailor emails, posts, summaries, etc. to specific audience preferences.