*Your TCP must be kept up to date with the most current procedures and personnel.* ***Changes to your existing TCP must first be documented and approved*** *by UT Arlington’s Empowered Official for Export Control. The Office of Information Technology will also provide input when a TCP involves export controlled data in an electronic format. Please describe your changes below and submit this form to* [*Office of Regulatory Services*](mailto:regulatoryservices@uta.edu)*.*

1. **Principal Investigator** (name and contact information of the responsible individual for this project):

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|  | **Nature of the Change(s):**  Please Check All That Apply | New Export Controlled Material/Technology/Equipment  *🡪 Complete #3 and provide signature on last page*  New Procedures (for handling, transmission, security, etc.)  *🡪 Complete #4 and provide signature on last page*  New Location  *🡪 Complete #5 and provide signature on last page*  New Travel  *🡪 Complete #6 and provide signature on last page*  Change of Personnel  *🡪 Complete #7 and/or #8 and provide signature on last  page* |

1. **New Export Controlled Material/Technology/Equipment** (provide a technical description of the new controlled item / material / technology / equipment / software, and its planned use. Include USML # or ECCN # if available):

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1. **New Procedures** (describe the new procedures and control measures including a Physical Security Plan and an Information Security Plan if electronic data is involved. Refer to your approved TCP for guidance on what information should be included here):

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1. **New Location** (list new location(s) of export controlled item/material):

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1. **New Travel:** Describe any travel (international or domestic) that will require taking an export controlled item, material, or electronic data in any form. List the destination(s), the purpose of taking controlled material, and how the controlled item(s) will be secured within your [effective control](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=939a4fe6f48197894ec0ba7cc40885f9&term_occur=1&term_src=Title:15:Subtitle:B:Chapter:VII:Subchapter:C:Part:772:772.1) during the trip. Persons not authorized by an approved TCP are not permitted to access or use the controlled items. A license or license exception may be necessary to take the controlled items outside of the U.S., or to collaborate/share/allow access to a non-U.S. Person (Office of Regulatory Services will facilitate this). For international travel, please see the following guidance: <https://resources.uta.edu/research/regulatory-services/export-control/International%20Travel.php>.

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1. **Deletion of Personnel:** Identify any personnel that will no longer be working on this project and will no longer need access to the controlled technology / item.

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| **Name:** | **UTA Status (Faculty/Staff/Student):** |
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1. **Addition of Personnel:** List new personnel in the final section of this form, “Project Personnel & Certifications.” New personnel must read and sign the certifications in that section. **Training of New Personnel:** It is the PI’s responsibility to provide and maintain **documentation** of site specific training for each individual having access to or working with controlled items/materials, including new personnel that are added to the project (refer to training plan in approved TCP). Training documentation may be requested for compliance monitoring or university internal audit purposes. In addition to receiving site-specific training from the PI, each person listed as authorized personnel on this TCP will be familiar with the federal export control regulations <https://resources.uta.edu/research/regulatory-services/export-control/regulations.php>, UT Arlington’s Policy for Export Controls <https://resources.uta.edu/research/regulatory-services/export-control/index.php> and will complete the online training module “Export Control” <https://www.uta.edu/ra/real/researchspace.php?view=7>.

**Project Personnel & Certifications** (In the table below, list new personnel who will be authorized to access the controlled information / materials / technology).   
  
**\*Each person signing below certifies that their citizenship status provided in this document is correct and that they have read, understand, and will adhere to the terms of this Technology Control Plan. If citizenship or employment status changes after approval of this TCP, Regulatory Services must be** [**contacted**](https://resources.uta.edu/research/regulatory-services/index.php)**.**

**Training & Awareness**: You must (1) read and adhere to the procedures of the TCP & subsequent Amendments, (2) complete site-specific training prior to your access or work with controlled items/materials, (3) complete the [online Export Control training](https://research.uta.edu/ra/real/loginscreen.php?page=%2Fra%2Freal%2Fresearchspace.php%3Fview%3D7) module, and (4) be familiar with and adhere to any applicable EAR and/or ITAR [regulations](https://resources.uta.edu/research/regulatory-services/export-control/regulations.php).   
**Reasonable Care**: You may be held personally liable for violations of the ITAR or EAR. As a result, you must exercise care in using Export-Controlled Information, Technology, or Materials. Controlled Items must be handled in accordance to the security plans and/or controls specified in this TCP and only be shared with authorized Project Personnel. Unsecured Export-Controlled Information or Materials should not be left unattended. You must not travel internationally with any controlled information, technology, or materials without first consulting the Export Control Officer. Both civil and criminal penalties may be imposed for unlawful export and disclosure of Export-Controlled Information up to and including incarceration. If you have any questions or concerns, contact [regulatoryservices@uta.edu](mailto:regulatoryservices@uta.edu) or 817-272-3723.

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| **Name** | **Email** | **UTA ID number** | **Completion Date of Online Training** | **Citizenship Status (U.S., non-U.S., Permanent Resident)** | **Role/Status (faculty, staff, student, nonUTA)** | **UTA Employee?**  **(Yes/No)** | **Signature & Date** |
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Principal Investigator Signature Date**

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\*\*OFFICE USE\*\*  
Approval of TCP Amendment:**

**OIT Approval Date, if applicable:**

**Administrative Approval Date (Personnel Changes Only):**

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**Jeremy Forsberg, Assistant VP for Research Date  
UTA Responsible Official for Export Control**