

Export Controls
Survey for All Travel/Research Funding Requests

This form must be submitted with all travel/research funding requests.

Please complete and submit this form a minimum of two weeks prior to all travel OR as soon as you know that a license may be required as it can take up to two (2) months to secure a license.

Legal Name: _____ E-mail: _____

Department: _____ Phone Number: _____

Will your research require you to travel outside of the U.S.? Yes No

If yes, please list all countries (you will need to fill out the Foreign Travel Disclosure Form as well):

Are you collaborating with persons in a foreign country? Yes No

If yes, please list the name(s) and institutional affiliation(s) of the persons with whom you will be working: _____

Will you be working with foreign persons, faculty or students, educational institutions or businesses within the U.S. on your project? Yes No

If yes, please list the name(s) and institutional affiliation(s) of the foreign persons with whom you will be working:

Will you be using any encrypted software in your research? Yes No

Will you be sharing any technology/items/data with foreign persons (faculty or students)? Yes No

If yes, please describe the technology/items/data: _____

Will you be sharing any equipment with foreign persons (faculty or students)? Yes No

If yes, please list the equipment (i.e.: laptop computer, cell phone, GPS unit). You will need to have the ECCN code for the equipment and/or its parts. Please include that information which is available from the manufacturer:

Please sign and date this form then submit it with your travel/funding request to your dean's office. If it is determined that you may need an export controls license, the Export Controls Officer will work with you to further research your compliance with applicable federal regulations. Note: We reserve the right to delay or not reimburse travel expenses if this process is not followed.

Forwarded to Academic Dean	Date: _____	Signature: _____
Outcome of Dean's Review	<input type="checkbox"/> Approved <input type="checkbox"/> Date Forwarded to Export Controls Officer _____	Dean's Signature: _____
Outcome of Officer's Review	<input type="checkbox"/> Approved <input type="checkbox"/> Export License Required Date: _____	Officer's Signature: _____