After a TCP Amendment has been requested and submitted, it can be reviewed by the Export Control Office to determine if changes are needed, or if it can be sent to Project Team personnel for signature/approval. See the sections below to request changes, send for signature, or cancel the amendment. After a TCP Amendment has obtained all the required signatures, the ECO office can then complete a TCP Amendment.

### Send Amendment to Personnel for Changes

#### Home Workspace

1. Verify the Export Control Role is selected.
2. Click the ECA Inbox tab.
3. Click the name of the applicable TCP.

**Note:** The State of the TCP will be ‘ECO TCP Amendment Review’.

#### UFA Workspace

4. Click TCP Amendment Request Form to review the information added by the PI/Project Team.
5. After reviewing, click OK or Cancel to return to the UFA Workspace (not shown).
6. If changes are needed, click Send Amendment to Personnel for Changes from the Activities menu.
7. Enter Comments describing the changes.

**Note:** The TCP Amendment will be returned to the PI/Project Team to review the requested changes, and the State will become ‘TCP Amendment in Progress’.

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Last Updated: 2/17/17

http://eresearch.umich.edu
Send Amendment for Signature

After the TCP Amendment is reviewed and any requested changes are addressed, the ECO can prepare the TCP Amendment for signature by all required Project Team members or UFA Personnel.

UFA Workspace

9. Click **Send Amendment for Signature** from the Activities menu.

**Note:** If any Error/Warning Messages are displayed, they'll need to be corrected before the amendment can be sent.

10. (Optional) Enter **Comments**.

11. Click **OK**.

**Notes:**

- The PI/Project Team will be notified to sign the TCP Amendment.
- The State of the TCP will be ‘Research Personnel Signoff TCP Amendment’.
Cancel TCP Amendment

A TCP Amendment Request may be cancelled if the amendment was started accidentally or if it is really a new Technology request. The Export Control Office can cancel the TCP Amendment in the following states: TCP Amendment in Progress, ECO TCP Amendment Review, Research Personnel Signoff TCP Amendment, IT Manager Signoff TCP Amendment, Unit Signoff TCP Amendment, ECO Final TCP Amendment Review.

UFA Workspace

1. Click **Cancel TCP Amendment** from the Activities menu.

2. (Optional) Enter **Comments**.

3. Click **OK**.

**Note:** The State of the TCP will be returned to ‘Active’.
Complete a TCP Amendment

A TCP Amendment Request can be completed after it’s obtained all the required approvals from Project Team personnel and when it is in the State of ‘ECO Final TCP Amendment Review’. Completing a TCP Amendment finishes the amendment process andreactivates the UFA.

UFA Workspace

1. Click Amendment Complete from the Activities menu.

2. (Optional) Enter Comments.

3. Click OK.

Notes:

- The State of the TCP will be returned to ‘Active’.
- The final TCP agreement will be sent to Research Personnel, Primary Research Administrator, IT Manager(s) and Unit Contact(s).