IT Manager Approve TCP Amendment

After the Export Control Office (ECO) reviews a TCP Amendment, they will send an email notification to request signatures. This procedure contains instructions for IT Managers for approving the TCP Amendment or requesting changes.

Approving a TCP Amendment
Depending on the type of change, anyone specified as an IT Manager in the Technology Control Plan will be required to approve a TCP Amendment. Approving in eResearch Proposal Management (eRPM):

- Records your approval in the Recent Activity list.
- Once all IT Managers have signed, the TCP Amendment is automatically routed for Unit Review, if needed.

TCP Amendment Notification Email

This email displays basic TCP amendment information, such as the ID, title, who received the email, etc.

1. Click the email link to access the TCP Amendment in eRPM (not shown here).

Note: If you are not authenticated to the eRPM system when you click the link in the email, you may need to log in using your uniqname and password.

OR

Home Workspace

If you’re already logged into eRPM,

1. Verify that the PI & Project Team role is selected.
2. Click the UFAs tab.
3. Click the name of the TCP in the UFAs Assigned to You for IT Manager Review list.
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UFA Workspace

TCP Amendment Request Form

Note: The State of the TCP will be 'IT Manager Signoff TCP Amendment'.

4. Click TCP Amendment Request Form to open and review the amendment.

5. After reviewing the information in the request form, click OK.

If you agree to the terms in the amendment, continue to step 6.

If you need to request changes, skip to step 9.
6. Click **IT Manager Approve TCP Amendment** from the Activities menu.

7. Enter or click **Add** to specify **Country/Countries of Citizenship or Permanent Residency**.

8. Click **OK** to certify that the TCP protects the export controlled information to your satisfaction.

**Note:** The TCP State will remain 'IT Manager Signoff TCP Amendment' until all required IT Managers have signed. Once all have signed, the State will change to ‘Unit Signoff TCP Amendment’, or ‘ECO Final TCP Amendment Review’, as applicable.
Request Changes
If you need to request changes to the Amendment before you sign:

UFA Workspace

9. Click **Request Amendment Change** from the Activities menu.

Request Amendment Change Window

10. Enter **Comments** describing the requested change(s).

11. Click **OK**.

Notes:

- The State will become 'TCP Amendment in Progress'.
- The TCP is routed to the Project Team Personnel so they can update it. Any previously obtained approvals/signatures will be removed, and the amendment will need to be re-signed by all required personnel.
- Once all required personnel and IT Managers have re-signed, the State will change to 'Unit Signoff TCP Amendment', or 'ECO Final TCP Amendment Review', as applicable.