


## IT Manger Sign Technology Control Plan (TCP)

After the Export Control Office (ECO) reviews the Technology Control Plan (TCP), they will send an email notification to request signatures. This procedure contains instructions for Signing the TCP. See [Technology Control Plans & Licenses](#) for more information about TCPs.

-  Before signing, please register and complete the required [Export Controls](#) course in My LINC. This course provides an overview of U.S. Export Control regulations in relation to research activity.

### Signing the TCP

Anyone specified as an IT Manager in the Technology Control Plan will be required to Sign the TCP. Signing in eResearch Proposal Management (eRPM):

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

### Technology Control Plan Notification Email

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

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

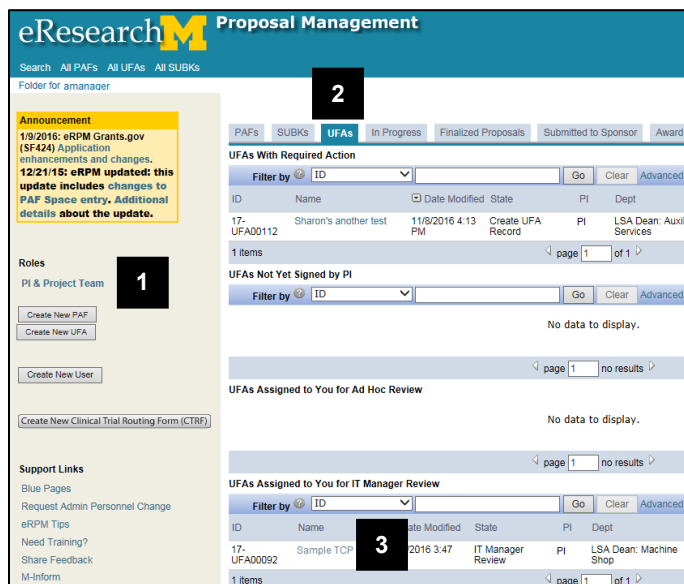
**Note:** If you are not authenticated to the eRPM system when you click the link in the email, you may need to log in using your unickname and password.

OR

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 agreement in the **UFAs Assigned to You for IT Manager Review** list.

### Home Workspace



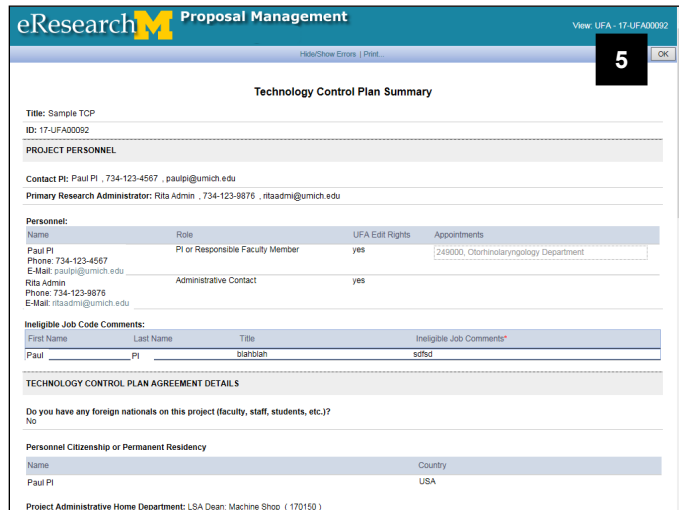
UFA Workspace



**Note:** The UFA will be in the state of **IT Manager Review**.

4. Click **Display TCP Summary**. (Or click **View UFA Worksheet** to open and review the TCP).

TCP Summary

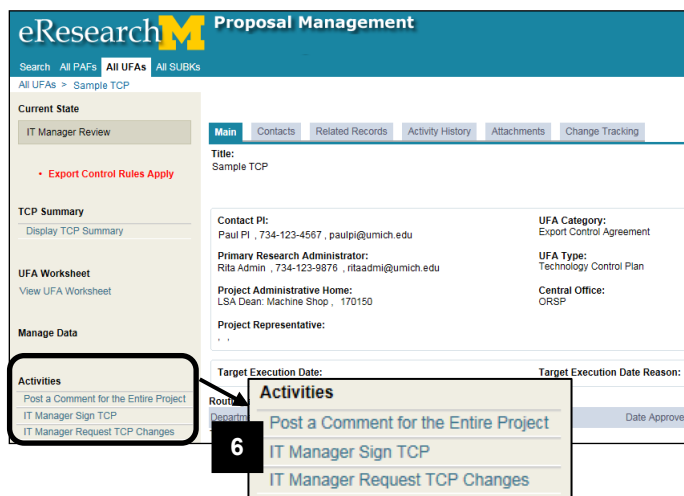


5. After reviewing the information in the summary, click **OK**.

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

If you need to request changes, skip to step 9.

UFA Workspace



6. Click **IT Manager Sign TCP** from the Activities menu

### IT Manager Sign TCP Window

7. Enter or click **Add** to specify **Country 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 Review** until all IT Managers have signed (“Contact PI” and “Other Investigator or Participant”). Once all have signed, the state will change to **Unit Review TCP**.

### UFA Workspace

If you need to request changes to the TCP before you sign:

9. Click **IT Manager Request TCP Changes** from the Activities menu.

### IT Manager Request Changes Window

10. Enter **Comments** describing the requested changes.
11. Click **OK**.

**Note:** The TCP is routed to the Project Team Personnel so they can update it, and the state changes to **IT Manager Review – Personnel Making Changes**.

## Monitoring the TCP

You can access and follow the progress or status of TCPs that you have reviewed from different tabs in your Home Workspace.

TCPs can be accessed from the **In Progress** tab in the states of:

- IT Manager Review - Personnel Making changes
- Unit Review TCP
- Unit Review - TCP Making Changes
- ECO Review Changes
- ECO Finalizing

## Home Workspace

The screenshot shows the 'In Progress' tab selected in the 'IT Manager UFAs' section. A red box labeled '2' highlights the first row of the table below.

ID	Name	ID Date Modified	State	PI	Dept	Deadline
17-UFAD0122	Idryden Unit Approve test TCP	11/9/2016	Unit Review - Personnel Making Changes	PI	Psychiatry Department	
17-UFAD0094	Sample TCP		IT Manager Review - Personnel Making Changes	PI	ITS Administrative Info Svcs	

1. From the Home Workspace, click the **In Progress** tab.
2. Click on the Name in the **IT Manager UFAs** list.

### Notes:

- If you have requested changes, the UFA will be in the state of **IT Manager Review – Personnel Making Changes** until the Research Personnel submits or declines changes.
- An email will be sent notifying you of any required action.
- Once all have signed, the state will change to **Unit Review TCP**.
- Once a TCP gets final approval, its state becomes **Active**. It can be accessed from the **Active** tab under the **IT Manger UFAs** list.

