Complete and Route Technology Control Plans (TCP)

After the Export Control Office (ECO) determines a need for and creates a Technology Control Plan (TCP) from an existing PAF or Unfunded Agreement (UFA), all personnel with edit rights to the TCP will receive an email notification to complete additional required information in the eResearch Proposal Management (eRPM) system. See Technology Control Plans & Licenses for more information about TCPs.

This procedure includes instructions to Complete the TCP and Route to the Export Control Office.

Complete the TCP

Technology Control Plan Notification Email

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

1. Click the link in the email from the Export Control Office to access the TCP (not shown here).

Note: If you are not authenticated to the eRPM system, 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 in the UFAs with Required Action list.

UFA Workspace

The UFA will be in the state of Create UFA Record.

4. Click Edit UFA Worksheet.
5. Edit the **Project Title**, if needed.
6. Click **Continue**.

7. Read the instructions for adding personnel.
8. Click **Add** or **Update** as needed. (Refer to 2) **Enter Personnel** on the [UFA Quick Reference](http://eresearch.umich.edu)

**Notes:**

- List all personnel (including students and IT staff) who will have access to the export controlled technology covered by this TCP.
- At least one “PI or Responsible Faculty Member” and one “Administrative Contact” are required.
- “PIs or Responsible Faculty Members”, “Other Investigators or Participants”, and Administrative Contacts must have a **Role**. Click **Update** to select, if needed.
- “PIs or Responsible Faculty Members” and “Other Investigators or Participants” must have an **Appointment**. Click **Add Appointment** to select, if needed.
9. Click **Continue**.
10. Select the applicable radio button regarding **foreign nationals**.

11. Click **Update** to select **Country of Citizenship** or **Permanent Residency**, for all Research Personnel.

12. Enter or **Add** the Country, and click **OK**.

13. Click **Select** to choose the **Project Administrative Home** department.

14. Enter the **Agreement Start Date**, **End Date** and **Period**.

15. Verify or answer the *required questions. Is this agreement related to

* an existing sponsored project?

* another unfunded agreement?

If you selected “Yes”, then enter the related PAF or UFA ID.

16. Review and update the remaining information, as needed.

17. Click **Continue**.
**Project and Controlled Materials**

18. Enter a brief overview of the project.

19. Enter a description of each export controlled item.

20. Check the boxes for each Controlling Regulation that applies, if known, and enter any additional details.

21. Click Continue.

**Security Measures**

22. Select the Yes or No radio button regarding a Security Plan.

23. If you selected “Yes”, click Add to upload or Update the IT and/or Export Control Security Plan.

24. Answer the Receipt and Transmission Security questions; enter text or check the box if Not Applicable.

25. Click Add to select physical locations used.

26. Select and enter the Room Detail information.

27. Click OK or OK and Add Another for additional locations.
Security Measures, continued

28. Click **Select** to specify the IT Manager.

Note: If you cannot find your desired IT Manager, click **Create New User**.

29. Answer the **IT Security** question. Work with your IT Manager to develop and implement an IT Security Plan.

30. Answer the **Conversation Security** question.

31. Answer the **Marking of Export Controlled Materials** question. Marking of electronic information should be part of your IT Security Plan.

32. Answer the **Disposing of export controlled items** question. Disposing of electronic information should be part of your IT Security Plan.

33. Select **Yes** or **No** if **International Travel** will be associated with the project.

34. If you selected “**Yes**”, click **Add** to enter information.

35. Enter the trip information for each trip.

36. Click **OK** or **OK and Add Another** for additional trips.

37. Click **Continue**.

38. Click **Finish**.
Route to Export Control Office (ECO)

Upon completion, only the PI or Primary Research Administrator can submit the TCP to the ECO using the Route to Export Control Office activity. After completing this activity:

- The routing is recorded in the Recent Activity list on the UFA Workspace.
- The state changes to Export Control Office Review.

UFA Workspace

1. Click Route TCP to Export Control Office from the Activities menu of the UFA Workspace.

Route TCP to Export Control Office Window

2. Click OK.

Note: Error checking will run to look for any errors or missing required fields. If any errors are found, you can click the link to jump to the section that needs to be corrected.