PI and Research Personnel Approve TCP Amendment

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

Reviewing the TCP Amendment

Project Team members specified as the Contact PI and newly added personnel with the roles of “PI or Responsible Faculty Member” or “Other Investigator or Participant” will be required to approve the TCP Amendment. Approving in eRPM:

- Records your approval in the Recent Activity list on the UFA Workspace.
- Once all required Research Personnel have signed, the TCP Amendment is automatically routed for IT Manager or Unit Review, if applicable.

TCP Amendment Notification Email

1. Click the email link to access the TCP Amendment (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

   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 UFA in the **UFAs With Required Action** list.

   **Note:** The State of the UFA will be ‘Research Personnel Signoff TCP Amendment’.
4. Click **Display TCP Summary** to review the TCP. Or click **TCP Amendment Request Form** to open and review the amendment.

**To Approve**: If you are the “Contact PI”, continue to step 5. If you are another “PI or Responsible Faculty Member” or “Other Investigator or Participant”, go to step 8.

**To Request Changes**: Go to step 11.

5. Click **Contact PI Approve TCP Amendment** from the Activities menu.

6. Verify the **Country** specified for you. Click **Add** to change, if needed.

7. Click **OK** to approve the TCP Amendment.
If you are another “PI or Responsible Faculty Member” or an “Other Investigator or Participant” that was added:

8. Click **Personnel Approve TCP Amendment** from the Activities menu.

9. Verify the **Country** specified for you. Click **Add** or **Update** to change, if needed.

10. Click **OK** to certify that you have read the Technology Control Plan and agree to follow the procedures outlined in the plan.

**Note:** The State will remain ‘TCP Amendment in Progress’ until all required Research Personnel have signed. Once all have signed, the State will change to ‘IT Manager Signoff TCP Amendment’, ‘Unit Signoff TCP Amendment’, or ‘ECO Final TCP Amendment Review’ as applicable.
If you need to request changes:

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

12. Enter **Comments** regarding the requested change(s).

13. Click **OK**.

**Notes:**

- Any previously obtained approvals/signatures will be removed, and the amendment will need to be re-signed.
- The State will become ‘TCP Amendment in Progress’.
- 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.