

Requested Technology Control Plan (TCP) Changes

After routing the TCP to the Export Control Office (ECO), they will review it and determine if changes are needed. If a change is needed, the PI/Project Team will need to respond to the requested changes. This procedure contains instructions for making or declining changes requested by the ECO or IT Manager(s) and Unit Reviewers.

The PI and Project Team members will receive an email requesting changes.

- The TCP may be in one of the following states:
 - IT Manager Review – Personnel Making Changes
 - Unit Review – Personnel Making Changes
 - ECO Review – Personnel Making Changes
- After changes are made or declined and all Research Personnel and IT Manager(s) have signed, then the TCP is automatically routed to the Unit Reviewer.

Technology Control Plan Notification Email

This email displays basic TCP information, such as the ID, title, and changes requested, etc.

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

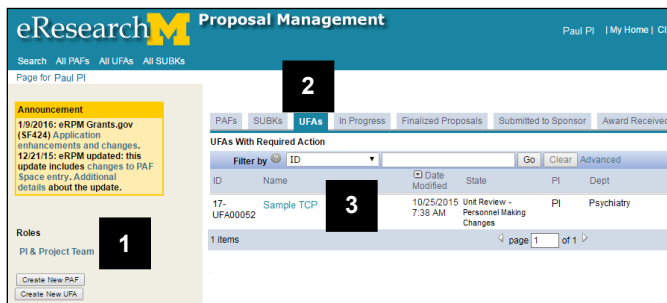
Note: If you are not authenticated to the eRPM system when you click the link in the email, you may need to log in using your username and password.

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

Home Workspace



UFA Workspace

Folder for Tina Jungman > Tina Master unsure test ORSP > Sample TCP

Current State

Unit Review - Personnel Making Changes

TCP Summary

UFA Worksheet

Manage Data

Activities

Recent Activity

Activity	Author	Activity Date
Unit Requested TCP Changes	Jungman, Tina J	11/9/2016 12:15 PM

4. Under **Recent Activity**, you can see the comments for **Requested TCP Changes**.
If you agree with the requested changes, continue to step 5.
If you disagree with the requested changes, go to step 10.
5. Click **Edit UFA Worksheet** to open the TCP.
6. Edit the TCP to make the necessary changes. See [Complete and Route TCPs](#) for instructions. (not shown here)
7. Click **Personnel Submit Changes** from the Activities menu.

Personnel Submit Changes Window

Personnel Submit Changes

Sample TCP (17-UFA0000052)

Enter your change comments in the text box below.

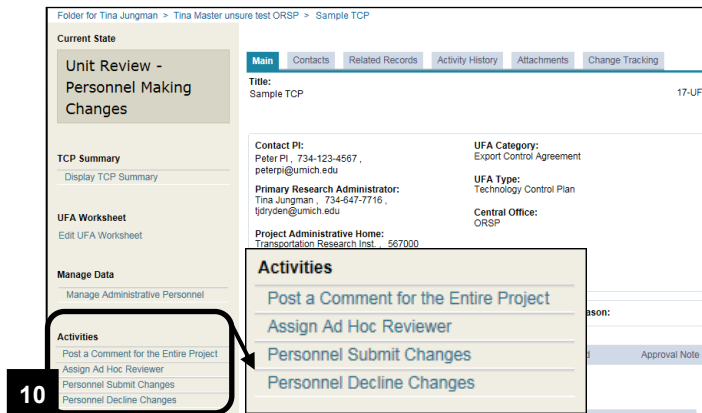
Click OK to submit your changes.
Click CANCEL to cancel this activity and close this window.

* Reason for Change:

OK Cancel

8. Enter comments about the **Reason for Change**.
 9. Click **OK**.
- Note:** The TCP state will become **ECO Review Changes**. All changes must be reviewed by the ECO to determine if they warrant re-signature by Research Personnel or IT Manager(s).

UFA Workspace

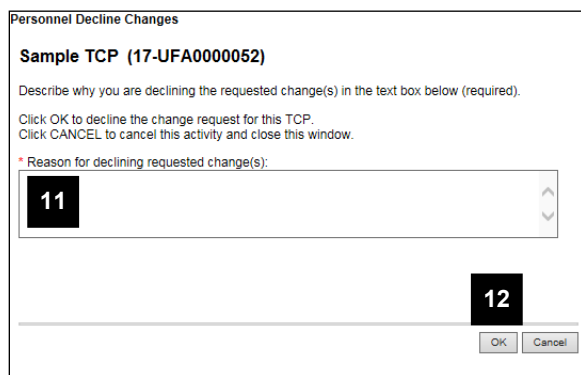


If you disagree with the requested changes:

10. Click **Personnel Decline Changes** from the Activities menu.

Note: Error checking will run. Any errors/warnings found must be fixed before you can complete the activity.

Personnel Decline Changes Window



11. Enter your **Reason for declining requested change(s)**.

12. Click **OK**.

Note: If personnel decline changes, the TCP state will return to **IT Manager Review**, **Unit Review**, or **ECO Review**.