Research Personnel Sign Technology Control Plans (TCP)

After the Export Control Office reviews the Technology Control Plan (TCP), they will send an email notification to request signatures. This procedure contains instructions for Signing the TCP. Refer to the [Complete TCP procedure](http://eresearch.umich.edu) for additional instructions.

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**

Project Team members with the roles of “PI or Responsible Faculty Member” and “Other Investigator or Participant” will be required to Sign the TCP. Signing in eRPM:

- Records your approval in the **Recent Activity** list on the UFA Workspace.
- Changes the TCP state to **IT Manager Review**.
- Once all Research Personnel have signed, the TCP is automatically routed for IT Manger or Unit Review.

**Technology Control Plan Notification Email**

This email displays basic TCP information, such as the ID, title, and who received the email, 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 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 agreement in the **UFAs With Required Action** list.
UFA Workspace

Note: The UFA will be in the state of Research Personnel Signoff.

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

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.

5. Click Contact PI Sign TCP from the Activities menu.

6. Verify the Country specified for you. Click Update to change or add, if needed.

7. Click OK to attest that you have developed this Technology Control Plan to adequately safeguard export controlled materials and/or information and understand your responsibility to ensure this research project follows the plan.

If you are another “PI or Responsible Faculty Member” or an “Other Investigator or Participant”:

8. Click Sign TCP from the Activities menu.

Contact PI Sign TCP Window

UFA Workspace
9. Verify the **Country** specified for you. Click **Update** to change or add, 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 TCP state will remain **Research Personnel Signoff** until all research personnel have signed (“Contact PI” and “Other Investigator or Participant”). Once all have signed, the state will change to **IT Manager Review**.