To request an amendment to an Active Technology Control Plan (TCP), the project team requests and submits a TCP amendment. An amendment can be requested for changes regarding a Time Extension, Research Personnel, to Update IT Security, Physical Security/Locations, or to Update Scope of Work.

The TCP Amendment can be **edited/completed** by: Project Team members (UFA Personnel) with edit rights to the TCP; Export Control Office (ECO).
The Amendment Request Form can be **submitted** by: U-M Principal Investigator (PI); Primary Research Administrator.
The TCP Amendment can be **cancelled** by: U-M Principal Investigator; Primary Research Administrator; ECO.

If you are unsure if the desired changes to the TCP require an amendment, contact the Export Control Office at exportcontrols@umich.edu. If it’s determined that a new TCP is needed rather than an amendment, the original TCP will be closed.

### Request a TCP Amendment

#### UFA Workspace

1. Click the **Request TCP Amendment** activity in the UFA Workspace.

   **Note:** The State of the UFA must be ‘Active’ in order for this activity to appear.

2. (Optional) Enter **Comments**.

3. Click **OK** to initiate the Amendment Request Form.

---

**Last Updated: 2/15/2017**

http://ereseach.umich.edu
TCP Amendment Request Form

4. Check the type of TCP change(s).

5. The form will only display questions based on the selected change type. Answer the additional questions that display.

Notes:

- In this example, “Time Extension” was selected and a question for “Revised End Date” displays.
- Click **Apply** at any time to save your changes and stay in the Request Form.

6. Click **OK** to save your changes and exit.

The **UFA Workspace** displays.

Notes:

- The State of the UFA is ‘TCP Amendment In Progress’.
- “TCP Amendment Requested” displays under **Recent Activity** in the UFA workspace.

*ECO Only*: If the ECO initiated the amendment request, then they can run the **Send Amendment for Signature** activity from the UFA workspace. See the **ECO Review TCP Amendment** step-by-step for details.
Submit a TCP Amendment

Only the Principal Investigator or Primary Research Administrator can submit an amendment.

Home Workspace > UFAs Tab

1. Click the **Name** of the UFA from the **UFAs with Required Action** list, under the **UFAs** tab in your Home workspace.

UFA Workspace

2. Click the **Submit Amendment Request** activity.

Submit Amendment Request Window

3. (Optional) Enter **Comments** for the ECO.

4. Click **OK**.

Note: The State of the UFA is ‘ECO TCP Amendment Review’.

Before the amendment request can be submitted, the system runs an error check to validate that all required fields have been completed on the Amendment Request Form. Any errors must be corrected before continuing.

3. (Optional) Enter **Comments** for the ECO.

4. Click **OK**.

Note: The State of the UFA is ‘ECO TCP Amendment Review’.

The TCP Amendment will be routed to the ECO for review. If the ECO determines changes are needed, they will return the amendment request to Project Team personnel. Otherwise, the ECO will send the amendment request for signatures.
Cancel a TCP Amendment

A TCP Amendment Request may be cancelled if the amendment was started accidentally or if it is really a new Technology request.

Only the Contact Principal Investigator or the Primary Research Administrator can cancel an amendment before it’s submitted to the Export Controls Office. Also, the ECO can cancel an amendment upon request.

Home Workspace > UFAs Tab

1. Click the Name of the UFA under the UFAs tab in your Home workspace.

Notes:

- For the PI/Project Team, the State of the UFA is ‘TCP Amendment In Progress’.
- For the ECO, the UFA can be in the following states: TCP Amendment in Progress, ECO TCP Amendment Review, Research Personnel Signoff TCP Amendment, IT Manager Signoff TCP Amendment, Unit Signoff TCP Amendment, ECO Final TCP Amendment Review.

UFA Workspace

2. Click the Cancel TCP Amendment activity.

Cancel TCP Amendment Window

3. (Optional) Enter Comments for the ECO.

4. Click OK.

Note: The State of the amendment will return to ‘Active’.