Approve or Request Changes to a TCP Amendment

After the Export Control Office (ECO) reviews a Technology Control Plan (TCP) Amendment, they will send an email notification to request signatures. After all required Research Personnel and IT Manager(s) have signed, the TCP Amendment will go to Unit Reviewers for approval, depending on the amendment change type. This procedure contains instructions for Unit Reviewers to approve or request changes to the TCP Amendment.

Reviewing the TCP Amendment

UFA Email Notifiers will receive an email requesting signature. In addition, Dean and Department Chair approval is required, and it can be uploaded if necessary. Approving in eRPM:

- Records your approval in the Recent Activity list on the UFA Workspace.
- Once all Units have signed, the amendment is automatically routed for ECO to finalize, and the UFA State changes from ‘Unit Approve TCP Amendment’ to ‘ECO Final TCP Amendment Review’.

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 Reviewer role is selected.
2. Click the UFAs tab.
3. Click the name in the UFAs Ready for Review and Approval list.

Note: The State of the UFA will be ‘Unit Signoff TCP Amendment’.
4. Click View TCP Amendment Request Form to open and review the amendment.

5. If you are ready to approve, click Unit Approve TCP Amendment from the Activities menu. Continue with step 6.

OR

5. If you need to request changes, click Unit Request Amendment Change from the Activities menu, then go to step 9.

6. Check the box for which department you are approving.

7. If you are the Department Chair, School/College Dean or Director, check the box to attest that you are aware the project involves materials and/or info subject to Export Control Regulations.

8. If you are NOT the Department Chair, School/College Dean or Director, click Add to upload confirmation of approval.

9. Click OK.

If you need to request changes:

10. Enter Comments describing the requested changes.

11. Click OK.

Notes:
- The State will become ‘TCP Amendment in Progress’.
- The TCP is routed to the Project Team Personnel so they can update it. Any previously obtained approvals/signatures will be removed, and the amendment will need to be re-signed by all required personnel.
- Once all required personnel have re-signed, the State will change to ‘ECO Final TCP Amendment Review’.