Approve or Request Changes to a Technology Control Plan (TCP)

After the Export Control Office (ECO) creates and reviews a Technology Control Plan (TCP), they will send an email notification to request signatures. After all Research Personnel and IT Manager(s) have signed, the TCP will go to Unit Reviewers for approval. This procedure contains instructions for Unit Reviewers to Sign the TCP. See Technology Control Plans & Licenses for more information about TCPs.

Signing the TCP
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. Signing in eRPM:

- Records your approval in the Recent Activity list on the UFA Workspace.
- Once all Units have signed, the TCP is automatically routed for ECO to finalize, and the TCP state changes from Unit Review TCP to Export Control Office Finalizing.

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 Reviewer role is selected.
2. Click the UFAs tab.
3. Click the name in the UFAs Ready for Review and Approval list.
4. Click **Display TCP Summary** to review the TCP. Or click **View UFA Worksheet** to open and review the TCP.

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

**OR**

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

6. **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.

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

8. Click **OK**.

**Unit Request TCP Changes Window**

9. **If you need to request changes**: Enter **Comments** describing the requested changes.

10. Click **OK**.

**Notes:**
- The TCP state will change to **Unit Review – Personnel Making Changes**.
- If personnel submit changes, 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.
- If personnel decline changes, the TCP state will return to **Unit Review**.