

Key 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 for additional instructions.

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 Key Personnel have signed, the TCP is automatically routed for IT Manager or Unit Review.

Technology Control Plan Notification Email

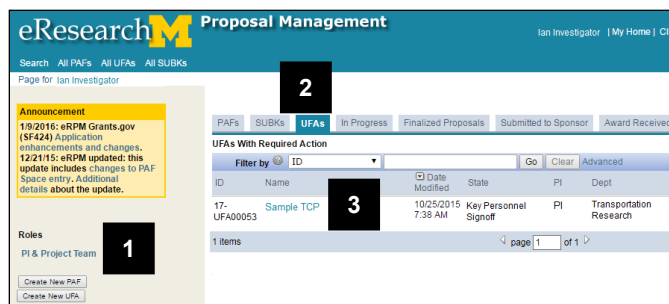
This email displays basic TCP information, such as the ID, title, and who received the email, etc.

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 username and password.

OR

Home Workspace



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 **Key Personnel Signoff**.

- 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.

- Click **Contact PI Sign TCP** from the Activities menu.

Contact PI Sign TCP Window

- Verify the **Country** specified for you. Click **Update** to change or add, if needed.
- 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":

UFA Workspace

- Click **Sign TCP** from the Activities menu.

Sign TCP Window

Sign TCP

Sample TCP (17-UFA00053)

Verify &/or update the Countries of Citizenship/Permanent Residency specified for you in this TCP:
Verify and/or update the Countries of Citizenship/Permanent Residency specified for you in this TCP:

Add			
Name	Country	Role	
Update	Oliver Other	9	USA Other Investigator or Participant

By clicking OK, I hereby certify that I have read this Technology Control Plan. I understand and agree to follow the procedures outlined in the plan. I understand that I could be held personal liable if I unlawfully disclose, regardless of format, export controlled information to unauthorized persons.
Click CANCEL if wish to cancel this activity and close this window.

10 OK Cancel

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 **Key Personnel Signoff** until all key personnel have signed ("Contact PI" and "Other Investigator or Participant"). Once all have signed, the state will change to **IT Manager Review**.