

Instructions:

## **Export Compliance Review**

The information you provide here will be reviewed by an Export Control specialist, upon completion of the export certification document.

United States laws and regulations governing the export of information, materials or services may apply to your international travel in unexpected ways. By completing this form, your proposed travel plans can be evaluated to identify any significant export compliance risks that may result from your proposed activities while abroad.

To enable a meaningful review, please be as descriptive as possible in your responses to the questions below. For example, a response to Question 2 stating your purpose is “to conduct research” is insufficient to enable a meaningful export review. Instead, please respond like the following example: “to conduct research on [identify topic] at [where the research will occur] with [identify any specific research collaborators]”.

In the event more information is needed, the Export Control specialist will contact you with specific follow up questions. If you have any questions while completing the form, please contact the Export Control Officer, in the Office of Sponsored Programs.

Name:

Travel Location(s):

### **1. Will you be attending or presenting at a conference/meeting/symposium while on this trip?**

If yes, please provide a link to the conference website. If no website is available, then provide the conference name and sponsor/host.

### **2. Purpose/Description of Travel and Any Activities Involved**

Please provide a concise but reasonably detailed description of the purpose for this international travel and/or describe the specific activities to be undertaken and/or research collaborations to be pursued while abroad.

The description provided should be sufficient to enable a non-technical specialist to understand the basic scope of the activities that will be undertaken while abroad.

Please account for all destinations to be visited and generally for all time to be spent abroad. If any portion of your planned time abroad is for personal travel purposes (vacation, family visits, etc.), please just identify the dates of such personal travel as follows: “Personal travel from DD/MM to DD/MM.”

### **3. Specific Research or Collaboration Activities during this trip**

Will any of the research activities and/or any of the research collaborations identified above involve the use of any non-public, restricted or controlled information, data or technology? (For example: field or laboratory research involving proprietary data; software or hardware development; data collection, review or analysis for restricted projects, etc.)

Please answer “No” to this question if all activities will be related to your attendance/participation at a conference/meeting/symposium that is open to the general academic or scientific community.

If yes, you may be asked to provide additional information in order for your review to be completed.

### **4. Foreign Funding**

Will the foreign travel or related activities and/or events be funded directly by a foreign person or foreign entity, including any direct reimbursement of travel expenses to the traveler by such foreign person or entity?

If yes, please provide the names of all foreign persons and/or foreign entities providing funding to pay for/reimburse travel expenses.

### **5. Additional Foreign Persons or Foreign Entities**

Please identify any additional known foreign persons or foreign entities not otherwise listed above with whom you will be directly working and/or foreign persons/entities with whom you will be performing any of the significant research activities or collaborations identified above while abroad.

Travelers to open conferences/meetings/symposia do not need to provide a listing of all attendees/participants but should identify any specific persons with whom extensive research efforts and/or non-publicly available information related discussions will be occurring.

## **6. Physical Export of Hardware, Material and/or Controlled Data**

Please identify any of the following items which will be taken abroad by you or at your request on this foreign travel itinerary: any specific hardware, materials or equipment; non-commercially available software or other computer files; or any non-public or restricted records, information or data.

If you are traveling with your laptop or any other electronic devices, these items along with the underlying technology, any data on your device, and specifically any proprietary information, confidential records, and encryption software, are all subject to export control regulations and may be controlled for your intended destination. For this reason, please be as complete and concise as possible in describing any such items which will be taken abroad.

For commercially available software and/or public data/research results contained on laptops or portable media, a statement indicating that the laptop contains only public information or basic/fundamental research data and standard commercial software will suffice. For standard laptops and other electronic storage mediums, a full inventory of files/information is not required.

## **7. Additional Related Information, if Applicable**