

Centralized Campuses: License Request Process

Assessment Phase

Step	Responsible	Task
1	Principal Investigator (PI)	Identify/determine that there is a potential export situation
2	Campus research office	<p>Assess the need for an export control license request:</p> <ul style="list-style-type: none"> • The Information Needed for an Export Controls License Assessment form should be completed for gathering the facts needed for an assessment • Use the MSR eCustoms Visual Compliance/Research Edition software • Contact other parties if needed, e.g., PI, manufacturer, Office of Sponsored Programs Services (OSPS), etc.
3	Campus research office	<ul style="list-style-type: none"> • Advise the PI that the activity impacted by this assessment cannot take place until it is determined that a license request is not needed or until an export controls license is obtained • Notify OSPS of the potential export situation, and provide a copy of the Assessment form • Inform the Operations Manager or authorized delegate of the potential export situation
4	OSPS	Notify Office of General Counsel (OGC) of the potential export controls license request
5	Campus research office	<p>If an export control license request is not needed, include documentation in the award file</p> <ul style="list-style-type: none"> • OSPS develops a summary document of the situation for the campus

Development Phase

Step	Responsible	Task
1	OSPS	<p>Develop the draft license request</p> <p><i>Note: The license request format/forms used will depend on the type of license being requested, and the agency it will be submitted to.</i></p>
2	OSPS	Send the completed draft license request to the OGC for legal review and approval

Review/Submission Phase

For centralized campuses, the vice president for sponsored programs operations or their delegate is the empowered official (EO), and is the FINAL signatory for all export control license requests.

Step	Responsible	Task
1	OGC	Review the draft license request and notify OSPS of the outcome
2	OSPS	Present the final license request to EO or delegate and obtain signature
3	EO or Delegate	Submit the final license request to the appropriate federal government agency
4	OSPS	Send a copy of the final license request to the campus research office, and a copy to OGC
5	Campus research office	Send a copy of the final license request to the PI

Determination Phase

Step	Responsible	Task
1	OSPS	Upon the license determination made by the federal government agency the campus research office and OGC are informed, and are provided with copies of the appropriate documents

Implementation Phase

Step	Responsible	Task
1	Campus research office	Upon receipt of the license, review with the PI the specific instructions (i.e., terms and conditions) of the license and the follow-up actions to be taken