

Decentralized 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	If an export control license request is not needed, include documentation in the award file

Development Phase

Step	Responsible	Task
1	Campus research office	<p>Develop the draft license request and contact OSPS for assistance, if necessary</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	Campus research office	Send the draft license request to OSPS for initial review
3	OSPS	Review the draft license request and provide any suggestions to the campus research office
4	Campus research office	Make revisions, if necessary
5	Campus research office	Send the completed draft license request to OSPS
6	OSPS	Send the draft license request to OGC for legal review and approval

Review/Submission Phase

For decentralized campuses, the campus OM or their delegate is the empowered official (EO) for their campus, and is the FINAL signatory for all export control license requests.

Step	Responsible	Task
1	OGC	Review the draft license request: <ul style="list-style-type: none">Send the final license request to the campus research office, and a copy to OSPS
2	Campus research office	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	Campus research office	Send a copy of the final license request to the PI, OSPS, and OGC

Determination Phase

Step	Responsible	Task
1	Campus research office	Upon the license determination made by the federal government agency the PI, OSPS and OGC are informed, and 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