



Instructions for Certification of Export Control Related Activity Assessment Request

UTSA may be required to obtain an export license from the Commerce Department or State Department for shipments of commodities, software and proprietary technology outside of the United States. Failure to obtain the appropriate license or other government approval, or failure to file correct export documentation or shipping documents can result in severe fines and other penalties.

University personnel who engage in international shipping are responsible for ensuring compliance with U.S. export control laws. The Office of Research Integrity will provide support for any international shipping. Before shipping any item outside of the U.S. contact ORI and request an activity assessment to determine:

- Commodity Jurisdiction (item to be shipped falls under EAR or ITAR)
- Classification or applicable control category (U.S. Munitions List or Commerce Control List)
- Licensing requirements (specific license requirements, possible license exceptions, license application)
- If the country of destination is **NOT** subject to embargo or sanction and the End-User is not on the “restricted-party” list.

You should fill out this request form and return it to the Office of Research Integrity (ORI) if you are planning to conduct an export control activity and need ORI's certification that the activity doesn't require export license and you are in compliance with the export control regulations.

Please note - if you are shipping potentially export-controlled items outside of the U.S., you should notify ORI as early as possible, as obtaining an export license can take several months.

1. Section A - Information of the person that will be conducting the export control activity.
2. Section B - Select the activity (ies) that you are requesting to be reviewed by ORI and briefly describe it. Include the reasons for the activity or transaction (e.g. sending material in support of a research, paying for service, etc.). For materials, provide a description of the material, identify the source of the material, any permits (attach a copy of all applicable permits) associated with obtaining the material, and its intended use by the recipient. Include a description, in layman's terms, of any other potential uses of the material.

****U.S. export control policy places considerable responsibility on the exporter for ensuring that the end-use and end-user of an export complies with U.S. export laws.**

3. Section C - Information of the recipient.

Contact Robert Mitchell in the Office of Research Integrity if you have export control related questions about travel outside the U.S. He can be reached at 210-458-4233, via e-mail at Robert.Mitchell@utsa.edu.



THE UNIVERSITY OF TEXAS AT SAN ANTONIO
Export Control Related Activity Assessment Request

Section A: Exporter Information

Name of Exporter:
Phone:
Email:
Department:

Section B: Material Description

Which of the following activities are you requesting be reviewed by the Office of Research integrity?

- Shipping UTSA Property
Shipping Material
Financial Transaction
Service Agreement
Award
Research
Software or Source Code
Research Data
Other

Provide a description of the type of activity or the material(s), if applicable, related to transaction that will or may exported in the space below:

[Empty text box for description]

Section C: Recipient Information

Recipient:
Country of Destination:
Physical Address:
Contact Person:
Phone:
Email:
Proposed Date of Export:

Section D: Certification

By submitting this form, I, certify that the information provided in the form and any associated attachments are current and factual to the best of my knowledge. I understand that changes to the information provided (different material or activity, destination, or recipient) may alter ORI's licensing certification, the activity may be subject to export control regulations. I understand that U.S. export control policy places considerable responsibility on the exporter for ensuring that the end-use and end-user of an export complies with U.S. export laws. I agree to inform ORI of any changes and obtain a new assessment prior to engaging in any export.

Signed: Date:

Section E: Certification of the UTSA Office of Research Integrity

[Empty text box for certification]

- Approved "As Is"
Approved with Recommendations
Denied

Signed: Date: