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## End - User Disclosure

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**You must download to your desktop before completing. Once completed, save prior to sending or all info will be lost.**

**Please read the following in its entirety before completing the form**

The purpose of this form is to identify individuals who are assigned to projects that contain confidential, proprietary, export controlled, or other sensitive items. This form will also be used to identify individuals, primarily foreign persons, who will be using export controlled technology. No university personnel may transfer or receive any controlled items, information or technology contrary to U.S. export control laws and regulations or to University policy. Failure to comply may result in disciplinary action.<sup>1</sup>

Restricted Party Screening (RPS) will be conducted on all individuals identified. Depending on the outcome of the screening, adjustments may have to be made in the selection of individuals who will be assigned to the project or need access to the technologies. It is also possible that an export license, or deemed export license, may be required in order for the controlled technologies to be released to foreign persons.

Because of the complexities of export control laws and regulations, this form will also help identify if there is a need for specialized training to the department and/or project team, or if further security action is required. Should application for an export license be required, this form will also serve as supporting documentation to the application. Thus, all fields will need to be completed by the PI or responsible department contact.

It is the policy of the University of Miami (UM) that all personnel, including employees, visiting scientists, postdoctoral fellows, students, and other persons retained by or working at or for UM conduct their affairs in accordance with all U.S. laws and regulations. The Office of Research Compliance is responsible for the oversight and monitoring of export compliance, and for developing training, education, and assessment tools, which can be found at the University's [Export Compliance webpage](#).

Self-paced training on export control laws and regulations can be completed through [CITI Program](#). The Director, Export Control Compliance is also available to provide Department, or one-on-one training by contacting [exportcontrol@miami.edu](mailto:exportcontrol@miami.edu).

### FAQs

**Question:** Does this form need to be completed if I am only collaborating with non-University personnel?

**Answer:** Yes. An RPS should be done with all individuals and entities you are working with to ensure they are not restricted in some way that could affect you, your project, your department, or the University.

**Question:** I have no way of knowing whether or not my project or equipment that will be used is subject to export controls. How am I supposed to complete this form?

**Answer:** You do not need to understand export control laws and regulations in order to fill out this form. The questions and fields are very basic. However, you should consider taking the available training mentioned above so you can gain insight as to how export controls may affect you.

**Question:** What happens if an export license is needed?

**Answer:** The University's Director, Export Control Compliance will contact you to go over the process. Until the export license is approved and received, you will not be able to release the items of concern to the restricted person(s).

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<sup>1</sup>Reference Policy: VPR-P-001 "Disciplinary/Professional Conduct in the Course of Compliance."



## End - User Disclosure

**You must download to your desktop before completing. Once completed, save prior to sending or all info will be lost. This form is to be completed by the Principal Investigator (PI), or responsible department contact.**

Date:  Department:  Campus:  Campus Locator:

PI or Department Contact Name:  Phone Number:

E-Mail Address:  Name of Department Chair, Dean, or VCA:

**Answer ALL of the following questions:**

Please describe the item(s) being procured and/or project:

Will any portion of this project take place outside United States borders? (e.g. on foreign soil, in international waters, space, collaborations, consulting)

If **yes**, which country(ies)/territory(ies) will the item(s) enter into?

**Please list all foreign persons who will use the items referenced:**

Name of Foreign End-User (as it appears on his/her passport)	Citizenship	Work Location (List Country)	UM Employee Yes/No
			<input type="text"/>
			<input type="text"/>
			<input type="text"/>
			<input type="text"/>
			<input type="text"/>
			<input type="text"/>

*I certify that I have answered the questions above truthfully and to the best of my ability. I understand that these individuals/entities must first undergo a restricted party screening and be cleared by the Director, Export Control Compliance before export controlled technologies or other sensitive items can be released.*

PI/Department Contact Signature Date:

**For Use By the Export Control Compliance Office**

Approved
                         
  Export License Required

**Approval from department Chair, Dean, or VCA must be obtained to begin license application process.**

Director, Export Control Compliance Signature Date:

Comments/Notes:

EUD Control #