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Please read the following in its entirety before completing the form

One of the greatest risks of "**inadvertent violations of export laws and regulations**" occurs when records are not retained as per 31 CFR 501.601, 501.602 and 15 CFR 762 - recordkeeping and reporting requirements. UM's Export Control Program Recordkeeping Form will serve to "heighten UM employees" awareness that such communications, meetings and Program activities are risk areas for potential export violations that are to be recorded. This form will represent 6 months of program activities.

Principal Investigator/Researcher please fill out the Export Control Program Recordkeeping Form in order to preserve a record of the program activities, interchange and interactions with Foreign Persons, as per <u>15 CFR 762</u> and <u>31 CFR 501</u> (Recordkeeping, Reporting, Procedures and Penalties Regulations).

PROGRAM OVERVIEW SUMMARY

Program Name:							
Activity Start Date:	Activity End Da	ate:	Reporting Period:				
Principal Investigator/Resea		Geographi (cities/cou	ic Coverage: ntry)				
Program Description/Introduction							
1. Activities & Outputs Describe your progress with the activity and the outputs generated. Choose a status (achieved, in progress, challenges or not started).							
Month:		Status:					
Activity Dates:							
Objective:							
Progress/Outputs Created:							
Progress Narrative Include a brief narrative highlighting the key achievements and whether the program is on/off track as per the work plan.							

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2. Activities & Out								
Describe your pro started).	ogress with t	he activity ar	nd the outputs ge	nerated. Cho	ose a status (a	ichieved, in p	progress, cha	llenges or not
Month:				Status:				
Activity Dates:								
Objective:								
Progress/Outputs Created:								
Progress Narrativ								
Include a brief na	rrative highl	ighting the l	key achievements	and whether	the program	is on/off trac	k as per the v	work plan.
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4 Activities & Outputs								
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Activity Dates:								
Objective:								
Progress/Outputs Created:								
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6. Activities & Outputs						
Describe your pro started).	ogress with 1	the activity and the outputs o	generated. Cho	ose a status (achieved, in progress, challenges or not		
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Activity Dates:						
Objective:						
Progress/Outputs Created:						
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