UNIVERSITY
OF MIAMI

Revised 04-20-2021

Export Control Program Record Keeping Form

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

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 15 CFR 762 and 31 CFR 501 (Recordkeeping, Reporting, Procedures and Penalties Regulations).

PROGRAM OVERVIEW SUMMARY

Program Name:					
Activity Start Date:		Activity End Date:		Reporting Period:	
Principal Investigator/Researcher:		Geographic Coverage: (cities/country)			

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 & 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.			

3. 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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4.. 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.			

5. 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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6. 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.			