



Maria L. Alcaide,

TO: All UM Faculty and Staff
FROM: Maria L. Alcaide, MD, Vice-Provost for Research and Scholarship
DATE: January 8, 2025
SUBJECT: Consultation with UM Export Control Section on International Shipments for Research/Business Activities

The Export Control section in the Office of the Vice-Provost for Research and Scholarship at the University of Miami is responsible for ensuring compliance with U.S. export control laws and regulations, which govern the transfer of certain commodities, technologies, data, and services to foreign countries and nationals. It is paramount that all faculty, staff and trainees consult with the Export Control section before engaging in University business or research activities involving the export or import of goods internationally.

Certain research materials, technology, and equipment may be subject to export control laws and regulations. The University's Export Control section provides essential guidance to ensure that our international shipments and collaborations comply with U.S. export control laws and University policies. Noncompliance with these regulations could result in significant legal and financial consequences for both the University and individual researchers.

WHAT THIS MEANS FOR YOU:

- **Research Activities:** If your research involves transferring materials, equipment, or data to international locations or collaborating with foreign nationals, consult with the Export Control section early in your planning process.
- **University Business:** If you are arranging the international shipment of goods or technical data as part of University operations, it is essential to verify compliance requirements with Export Control and U.S. government regulations.
- **Export Control “Best Practices” include:**
 - Conducting Restricted Party Screening of foreign entities and persons facilitated by the Export Control section
 - Proper export control documentation – the export control section can provide commercial invoice/AES recordkeeping requirements.
 - University of Miami “Signature Authority” – Only University of Miami Corporate Officers have authority to execute documents that obligate the University of Miami contractually.

Please connect with the Export Control section by telephone: 305-284-9558 or email: wjc59@miami.edu with any questions or to arrange a consultation. They are here to help ensure all our international activities meet regulatory standards, protecting both our work and the University. You may also learn more about the Export Control section here:

<https://www.research.miami.edu/about/admin-areas/2rise/export-control-compliance/index.html>

Thank you for your attention to this important matter and for your commitment to compliance in research.