

Export Assessment Request

Instructions: Use this form to request an Export Assessment from the Office of Export Controls (OEC) for a funding announcement, draft proposal, scope of work, international material transfer agreement, inventory for an international shipment/transfer, or other potentially export controlled activity.

For the purposes of this form, "export" means the transmission, shipment or transfer of technology or technical data controlled under the EAR or ITAR to a foreign destination or to a foreign person or entity no matter where they are located.

Section A: UVA Exporter Information

Name of Exporter

First and Last name of the person preparing the material for shipment or transferring the information.

Phone

Contact number for the exporter.

E-mail

E-mail address for the exporter.

Department

Section B: Material Description

Which of the following are you requesting be reviewed? *(highlight all that apply and attach any associated documents to the e-mail submission)*

Which of the following describes the type(s) of export activities that are planned or anticipated? *(highlight all that apply)*

Which of the following best describes the materials to be exported? *(highlight all that apply)*

Provide a description of Materials to be exported:

Which of the following best describes the source of the material? *(check all that apply)*

- Produced at UVA Provided by Sponsor Provided by Vendor Provided by Collaborator or Sub

Section C: Funding / Sponsor

UVA Sponsor's Name *(agency, company or institution)* UVA Proposal or Project/Award Number Principal Investigator's Name

Complete the following two fields only if UVA is receiving this funding under a subaward or subcontract.

Prime Sponsor's Name Prime Award Number

Section D: Recipient Information

Recipient Organization Physical Address Contact Person Phone Fax E-mail Country of Destination* Destination Address

* For deemed exports this should be the country of citizenship of the recipient(s). List all currently held citizenship / residency statuses. Example: A researcher at a French university might be both an Iranian citizen and a permanent resident of France.

Proposed Date of Export**

** Required for all proposed permanent or temporary exports. Not required for deemed exports.

Section E: Certification

By submitting this form, I certify that the information provided in the form and any associated attachments is current and factual to the best of my knowledge and belief. I understand that changes to the information provided (e.g. different controlled materials, destination country, or recipient) may alter the results of this assessment, as may changes to US foreign policy. I agree to apprise OEC of any changes and obtain a new assessment prior to engaging in or directing others to engage in any export (physical or deemed). I understand that failure to comply with US export control laws and regulations may result in administrative and criminal charges carrying substantial individual (monetary fines and imprisonment) and institutional (monetary fines and debarment) penalties.

Name of Person Completing This Form Phone No. E-mail Address

E-mail submission is required.

The form is designed to self-populate a database, so please do not print the form and then mail, scan or fax it.

You may either use the "submit" button, below, or save the completed form as a pdf and then attach it to an e-mail directed to export-controls@virginia.edu. If you do not use the "submit" button please put "Export Assessment Request" in the subject line of your e-mail.