

HR / Payroll Export Control Review Checklist

Dept/College Contact:		Date:	
Dept/College:			
Name of Potential Hire/DCC:			
Name of Supervising PI:			
PI Phone:		PI Email:	

		YES	NO
1.	Name of Individual Screened: _____ Name of Affiliated Institution: _____ Restricted Party Screening (RPS) through Visual Compliance must be conducted on ALL potential hires and DCCs with their affiliated institution. Screenings are to include: full name, physical address, and country. <i>If a "hit" (100% match to the party being screened) is received, check "YES" and consult the University Export Control Program (UECP) prior to completing this form. (NOTE: A confirmed "hit" could require government authorization.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Attach a copy of the RPS results to the MSS transaction and/or PAF along with this checklist. A copy will also be maintained in the College/Department personnel files.</i>			
2.	Is the potential hire/DCC a non-U.S. person? (NOTE: U.S. Permanent Residents are considered U.S. persons.)	<input type="checkbox"/>	<input type="checkbox"/>
If Question 2 is "YES", complete the questions below. If "NO", you're done!			
3.	Is the potential hire/DCC a citizen of the following countries: Cuba, Iran, Libya, North Korea, Syria, or Sudan?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Will the potential hire/DCC be working (paid or unpaid) on a research project with a Technology Control Plan (TCP); i.e., is it an export controlled project?	<input type="checkbox"/>	<input type="checkbox"/>
4a	If "Yes", provide KFS account number(s) and room number(s) associated with the project. KFS Account(s): _____ Building: _____ Room(s): _____	<input type="checkbox"/>	<input type="checkbox"/>
5	If "NO" to question 4, will the potential hire/DCC be working on a different project but located in a lab/room where an export controlled project is conducted?	<input type="checkbox"/>	<input type="checkbox"/>
5a	If "YES", provide KFS account number(s) and room number(s) associated with the export controlled project. KFS Account(s): _____ Building: _____ Room(s): _____	<input type="checkbox"/>	<input type="checkbox"/>
If "YES" to checked to any of the questions 3 through 5a, forward to UECP (email@email.arizona.edu) this checklist along with job description. Government authorization might be required. Such authorization must be in place before the potential hire/DCC could work on the project.			

THIS SECTION FOR USE BY UECP			
Reviewed by:		Date:	
Comments/Notes:			

Contact UECP (export@email.arizona.edu) if you have questions regarding the checklist.
 Visit the UECP Website at: <http://rgw.arizona.edu/compliance/export-control-program>