



## EXPORT CONTROLS PROCEDURES

<b>Title: Campus Department Coordination</b>			
<b>Procedure #:</b> EC008	<b>Effective Date:</b> 12/10/2021	<b>Author:</b> Todd Wakeland	
<p><b>Purpose/Definitions:</b> In order to identify activities and assets which may be subject to export controls, as well as to prevent activities with restricted parties, the Export Controls office shall coordinate with campus departments that may be able to assist in export control activities.</p> <p><b>Procedure:</b></p> <p>The Export Controls Office coordinates with the following campus departments:</p>			
Campus	Area	Description	Documentation Location
SIUC	Various	Various offices perform restricted party screenings.	Appendix A
SIUC	OSPA	Provides monthly report of proposals and sends any flagged awards or awards that meet certain criteria for Export Control Office review	<a href="#">Export Controls - Policies and Procedures   SIU System</a> Procedure EC008.C1
SIUC	Drones	Sends drone applications to the Export Controls Office to determine export control classification.	In process
SIUC	Procurement	Sends software and equipment purchases to the Export Controls Office for review.	In process

## Appendix A: SIUC Restricted Party Screening Responsibilities

<b>Entity Being Searched</b>	<b>Responsible for Identifying Entity in Need of Search</b>	<b>Responsible for Performing Screening in Software</b>	<b>Instances RPS is performed:</b>
Foreign visitors to the campus	All	Export Controls	As requested
Foreign travel for faculty/staff	All	Export Controls	As requested
Foreign faculty, AP, employees (H-1B)	Provost & VC for Academic Affairs	Export Controls	H1Bs for new faculty
Agreements (i.e. MOUs, CDAs, MTAs, etc.)	Office of Tech Mgmt & Industry Relations	Export Controls	Foreign entities, individuals listed in agreements
Foreign graduate students	Graduate Admissions	Graduate Admissions	All graduate students who are admitted.
Foreign undergraduate students	Center for International Education	Center for International Education	All undergraduate students who are admitted
Visiting scholars	Center for International Education	Center for International Education	All J-visa categories of visiting scholars and in some cases their university affiliations
International visiting delegations	Center for International Education	Center for International Education	Any visiting delegations that are coordinated through CIE
Foreign MOUs	Center for International Education	Export Controls	Potential Partner (MOU) universities and institutions sent to Export Controls for screening. Email response included in CIE request for OGC review.
Vendors/equipment providers	Procurement Services	Procurement Services	When PO Requisitions are received; when new PCard account holder forms are received; requests from Procurement Services staff
Foreign research partners	OSPA	OSPA	Foreign individual/entities in awards
Foreign service agreements/work for hire	OSPA	OSPA	Foreign entities in agreements/work for hire
Payees	Accounts Payable	Accounts Payable	Every individual, vendor, employee reimbursement checked daily