RESEARCH ADMINISTRATION MANAGEMENT PORTAL

This guide is designed to aid in the process of creating requests in the RAMP Export Control module. For further assistance, please contact RAMP Export Control Support at RAMP-ExportControl@fsu.edu.

Basic Information

Question 1, Select the employee responsible for this request:

This field will automatically populate the name of the person who creates the export control request. If the person creating the request is the responsible party, no changes are needed. If the person creating the request is a proxy for the responsible party (e.g., dept. rep.), be sure to perform the following steps:

Option 1 – Complete the request then update the responsible party	Option 2 – Change the responsible party then complete the request
1) Continue to complete the export control request. On the last page, Supporting Documents, click "Finish". 2) On the left navigation pane, click "Manage Editors List" activity. Add your (proxy's) name, and click OK. 3) On the left navigation pane, click "Edit Export Control" button. Change the responsible party's name on the "Basic Information" page to the appropriate person.	1) From the "Basic Information" page, click "Continue". On the next page, click "Exit". 2) On the left navigation pane, click "Manage Editors List" activity. Add your (proxy's) name, and click OK. 3) On the left navigation pane, click "Edit Export Control" button. Change the responsible party's name on the "Basic Information" page to the appropriate person and continue to complete the export control request.

Note: Only the named responsible party can submit the export control request. If you change the responsible party's name before you assign yourself as an Editor, you will no longer have access to this Request.

Questions	How To Guide
1. * Select the employee responsible for this request: [_____] [...]	This field will automatically populate the name of the person who is logged into in the system.

Questions	How To Guide

2. * Type of request:
 	
Visitor: Select "Visitor" for Visiting Scholar (Paid or Unpaid) or Short-Term Visitor to (1) Register a foreign visitor for a stay of 14 days or less, or (2) To request approval to invite a foreign or domestic visitor for a stay of more than 14 days. See document in RAMP Export Control Help Center for assistance in determining when this Request Type should be selected versus selecting Visa (I 129 Part6) Request Type below.
 	
Shipment: Select "Shipment" to request an international shipment only. Approval is not required for domestic shipments.
 	
Visa (I 129 Part 6): Select "Visa (I 129 Part 6)" to request to hire a foreign national (international employee). See document in RAMP Export Control Help Center for assistance in determining when this Request Type should be selected versus selecting Visitor Request Type above.
 	
Sponsored Research, Collaborations, and other Agreements: Select "Sponsored Research, Collaborations, and other Agreements" if the sponsored research involves components of Export Control (ITAR or EAR) - i.e., RAMP Grants submission indicates that an Export Control is involved in the project.
 	
DD Form 2345: Select "DD-2345" if FSU's DD Form 2345 is needed: (1) for DoD solicitations that involve access to export-controlled data, (2) for conference/meeting attendance with export-controlled material/data, (3) for export-controlled technical data exchange between vendors, (4) to obtain Request for Proposal (RFP) details with export-controlled data, (5) for DoD Research/Development projects involving export-controlled data, or (6) to participate in a Directly Arranged Visit (DAV) (Canada to U.S. or U.S. to Canada).
 	
   ○ Visitor
   ○ Shipment
   ○ Visa (I-129 Part 6)
   ○ Sponsored Research, Collaborations, and other Agreements
   ○ DD-2345
   ○ Biologics Access Controls
      Clear
	Select "Sponsored Research, Collaborations, and other Agreements" if the sponsored research involves components of Export Control (ITAR or EAR) - i.e., RAMP Grants submission indicates that an Export Control is involved in the project.

3. * Title (max 50 characters):	Enter a title for this request. For example, "ITAR Info Access for Dr. Sam Smith"

Sponsored Research, Collaborations, and other Agreements

Questions	How To Guide
1. * Project Name: [ ]	Enter the title of the project associated with use of export controlled items or data.

2. Select the agreement category:
   ○ Grant
   ○ Collaboration
   ○ Contact
   ○ Cooperative Agreement
   ○ Other Transaction Agreement (OTA)
   ○ Memorandum of Understanding Agreement (MOA)
     Clear
	Self-explanatory

3. * Describe the project: providing goals, scientific value, summary, and research to date:	Self-explanatory
4. Provide information for all controlled items used in research:	Self-explanatory; provide as much information as known.

4. Provide information for all controlled items used in research:

Name	Description	EAR	EAR Category	ITAR	ITAR Category	NEML	List Category	Country of Origin

[+Add]

Questions	How To Guide
5. Describe the contribution that the controlled items make to the research:	Self-explanatory
6. Describe the impact of not using the controlled items:	Self-explanatory
7. Describe any alternatives considered:	Self-explanatory
8. * Is it possible for non-academic staff to work with the restricted items, leaving academic work unrestricted? ○ Yes ○ No Clear	Self-explanatory
9. * Will this research take place at the institution? ○ Yes ○ No Clear	Self-explanatory

Questions	How To Guide
a. Provide all locations where the research will be conducted: [_____] [...] **Name** | **Building**	Shows if Q9 is YES
a. Provide information on all external locations: **Employer/Institution** | **Address** **[+ADD]**	Shows if Q9 is NO

Add/Edit Controlled Items Used in Research

Questions	How To Guide
a. * Name: [_____]	What is the name of the controlled item or data?
b. Describe the controlled items (technology, technical data, software, equipment, or materials) you propose to use:	Self-explanatory
c. Is the item(s), technology or software subject to the Export Administration Regulations (EAR)? ○ Yes ○ No Clear **Schedule B Search Engine: https://uscensus.prod.3ceonline.com/**	Skip if unknown.
d. Is the item(s), technology or software subject to the International Traffic in Arms Regulations (ITAR)? ○ Yes ○ No Clear	Skip if unknown.
e. Is the item(s), technology or software on the Nuclear Equipment and Material List (NEML)? ○ Yes ○ No Clear	Skip if unknown.
f. Unknown: I am unsure which export regulation classification is applicable to the material: ☐	Check box if controlling regulations are unknown.
g. Country of origin: [_____ ▼]	What country was the item manufactured or created?

Sponsored Programs

Questions	How To Guide
1. Grants office ID: [_____]	Enter an identification number assigned by the Office of Research (e.g., OMNI Project ID, RAMP Funding Proposal ID, Non-disclosure Agreement ID, etc.)
2. Funding ID: [_____]	Enter OMNI Project ID if funding provided by the sponsor.
3. Sponsored programs specialist: [_____] [...]	Self-explanatory
4. Agreement or proposal due date: [_____] [📅]	Self-explanatory
5. Related grant documents: [**+** Add] | Document Name	Date Modified
			Self-explanatory

Supporting Documents

Questions	How To Guide
1. Attach additional supporting documents: For both Visitor (Visiting Scholar (Paid and Unpaid)) and Visa (International Employee) Request Types, a completed and signed "Certification Regarding Participation in a Foreign Government Talent Recruitment Program (FGTRP)" must be uploaded here as a supporting document. For Visitor (Visiting Scholar (Paid and Unpaid)) Request Type, a completed and signed "Visiting Scholar Agreement Form" will be requested by the Office of Research Compliance Programs and uploaded here prior to finalizing the Request.	Self-explanatory

Document Name	Date Modified

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Please take this opportunity to review the information you have provided. It is very important that the responses in this submission be thorough and specific. Failure to respond to all requested items, to submit all required documents, or complete all personnel requirements will result in a delay in the review of this submission and may result in the submission being returned to the responsible party for correction or completion.

Please note that this submission has not yet been submitted for review. Upon completing the information in this submission and clicking the "Finish" button below, the responsible party must also click the "Submit" activity from the submission workspace in order to forward this submission for review.

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Questions	How To Guide
Review and Submit: • Please review the entered information for accuracy before submitting. • Click "Finish" on this form to return to the workspace. • Update the Manage Editors activity as needed as described on Page 2. • On the left side of the workspace, click on the "Submit" activity and click "OK".	Be sure to complete the final steps outlined here to submit your Request for review.