

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.

BACKGROUND ON THE DD FORM 2345 AND EXPORT CONTROLLED RESTRICTIONS:

The United States/Canada Joint Certification Program (JCP) was established in 1985 to allow U.S. and Canadian contractors to apply for access to U.S. Department of Defense (DOD) and Canadian Department of National Defense (DND) unclassified export controlled technical data/critical technology on an equally favorable basis in accordance with U.S. and Canadian Regulations. More information about the U.S./Canada Joint Certification Program is available [here](#).

The joint certification is effected through a *Militarily Critical Technical Data Agreement* (DD2345) between FSU and the Joint Certification Office. The DD2345 is required for U.S. contractors or subcontractors who wish to obtain access to unclassified technical data disclosing militarily critical technology with military or space application that is under the control of, or in the possession of, the DOD.

This certification can be used to facilitate visits to U.S. military installations that involve access to unclassified technical data. Activities intended to be covered under the DD2345 include:

- Procurement activities such as pre-solicitation conferences;
- Discussions related to unclassified solicitations;
- Collection of procurement unclassified documents (RFQ's, RFP's, bid sets, etc.);
- Performance of an unclassified contract;
- Scientific research, in a professional capacity, in support of unclassified U.S. defense initiative;
- Attendance at restricted meetings, conferences, symposia, or program briefings where technical data governed by [DOD Directive 5230.25](#) will be presented.

FSU's DD2345 is managed by the Office of Research Compliance Programs (ORCP). If an FSU employee or student is asked for a DD2345 as a condition of attending a conference or receiving materials from the U.S. government, the Request Type of "DD Form 2345" must be submitted through RAMP Export Control.

ORCP will review the circumstances of the request, and if appropriate, implement a Technology Control Plan (TCP) for handling the controlled information. The TCP is a vehicle used by FSU to manage access to EAR- and ITAR-controlled objects, services, and technical data. The TCP must be kept current while the controlled objects, research, or data is at FSU. The TCP should be in place before the meeting if at all possible. ORCP will debrief the attendee upon his/her return to FSU and update the TCP as appropriate. In some circumstances, the technical data will need to be sent directly to ORCP.

In addition, as the DD2345 document is controlled by ORCP, ORCP will not give it to the employee or student. Instead, ORCP will provide the document directly to the individual asking for it.

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
<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 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
<p>1. * Select the employee responsible for this request:</p> <div data-bbox="115 1318 565 1360" style="border: 1px solid #ccc; padding: 2px;"> <input type="text"/> ... </div>	<p>This field will automatically populate the name of the person who is logged into in the system.</p>

Questions	How To Guide
<p>2. * Type of request:</p> <p>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.</p> <p>Shipment: Select “Shipment” to request an international shipment only. Approval is not required for domestic shipments.</p> <p>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.</p> <p>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.</p> <p>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).</p> <ul style="list-style-type: none"> <input type="radio"/> Visitor <input type="radio"/> Shipment <input type="radio"/> Visa (I-129 Part 6) <input type="radio"/> Sponsored Research, Collaborations, and other Agreements <input type="radio"/> DD-2345 <input type="radio"/> Biologics Access Controls <p>Clear</p>	<p>Select “DD Form 2345”</p>
<p>3. * Title (max 50 characters):</p> <input data-bbox="115 1480 532 1528" type="text"/>	<p>Enter a title for this request. For example, “ITAR Info Access for Dr. Sam Smith”</p>
<p>4. * Who needs to access export-controlled information via the DD2345?</p> <input data-bbox="115 1606 565 1654" type="text"/>	<p>Select the FSU researcher who needs access to the information associated with this request. .</p>
<p>5. * Department or School:</p> <input data-bbox="115 1749 565 1797" type="text"/>	<p>Select the responsible department.</p>

Questions	How To Guide
<p>6. * Why is the DD2345 needed?</p> <ul style="list-style-type: none"> <input type="radio"/> For DoD solicitations that involve access to export-controlled data in order to submit an application for funding <input type="radio"/> Conference/meeting attendance where export-controlled material/data will be released to attendees <p>Clear</p>	<p>Select the appropriate reason.</p>
<p>a. Solicitation/RFP number:</p> <input type="text"/>	<p>Q6.a. will show if DoD solicitation is selected in Q6.</p>
<p>b. Conference/meeting details:</p> <input type="text"/>	<p>Q6.b. will show if conference/meeting attendance is selected in Q6.</p>
<p>7. What type of export-controlled information do you expect to hear or receive at the conference?</p> <input type="text"/>	<p>If applicable, provide a brief description of the type of information you will receive at the conference.</p>
<p>8. * Describe what you will do or how you will use the information:</p> <input type="text"/>	<p>Self-explanatory</p>
<p>9. Do you plan to bring back any export-controlled information from the conference back to the institution?</p> <p><input type="radio"/> Yes <input type="radio"/> No Clear</p>	<p>Self-explanatory (not required unless attending a conference)</p>
<p>10. * Contact information for external party requesting DD2345:</p> <input type="text"/>	<p>Self-explanatory</p>
<p>11. * When do you need the DD2345?</p> <input type="text"/> 	<p>Self-explanatory</p>

Supporting Documents

Questions	How To Guide				
<p>1. Attach additional supporting documents:</p> <p>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.</p> <p>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.</p> <div data-bbox="110 617 196 667" style="border: 1px solid #ccc; padding: 2px; display: inline-block; margin-bottom: 10px;">+ Add</div> <table border="1" data-bbox="110 674 1117 747"> <thead> <tr> <th data-bbox="110 674 613 709">Document Name</th> <th data-bbox="613 674 1117 709">Date Modified</th> </tr> </thead> <tbody> <tr> <td data-bbox="110 709 613 747"> </td> <td data-bbox="613 709 1117 747"> </td> </tr> </tbody> </table> <p>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.</p> <p>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.</p>	Document Name	Date Modified			<p>Self-explanatory</p>
Document Name	Date Modified				
<p>Review and Submit:</p> <ul style="list-style-type: none"> • 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”. 	<p>Be sure to complete the final steps outlined here to submit your Request for review.</p>				