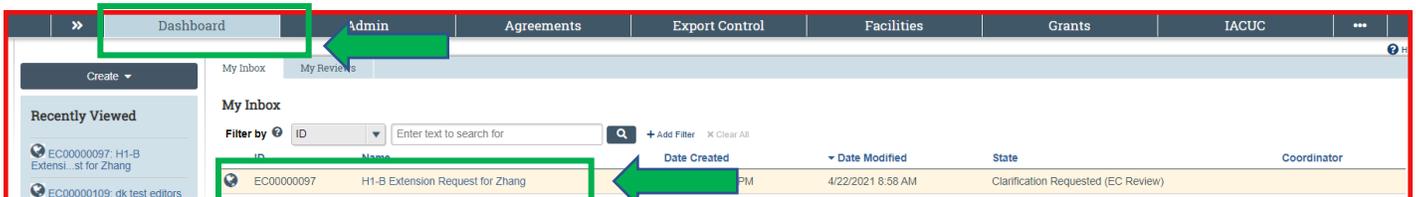


This guide is designed to aid in the process of responding to a **Request for Clarification** in the RAMP Export Control module. For further assistance, please contact RAMP Export Control Support at RAMP-ExportControl@fsu.edu.

How to Respond to a Request for Clarification

If additional information or a correction is needed, only the Responsible Party will receive an Outlook email notification. Open the Request to be reviewed by clicking on the hyperlink in the Outlook email notification. The request will also appear in the Responsible Party's RAMP Dashboard *My Inbox*.



The screenshot shows the RAMP Dashboard with the 'My Inbox' tab selected. A table lists requests, with one highlighted: ID EC00000097, Name H1-B Extension Request for Zhang, Date Created 4/22/2021 8:58 AM, State Clarification Requested (EC Review), and Coordinator Diana Key. A callout box points to the state 'Clarification Requested (EC Review)'.

Note that the state of this Request is

Clarification Requested (EC Review)



The screenshot shows the detail page for request EC00000097: H1-B Extension Request for Zhang. The state is 'Clarification Requested (EC Review)'. The responsible party is Diana Key. A workflow diagram shows the process from Pre-Submission to Review Complete, with 'Clarification Requested' highlighted. The 'History' tab is selected, showing an activity 'Clarification Requested' by Diana Key on 4/22/2021 8:57 AM. A callout box points to the activity description: 'Please upload the Foreign Government Talent Recruitment Form signed by Dr. Zhang.'

On the History tab, note the clarification requested. This information is also available on a larger screen by clicking on the **“Clarification Requested”** link to view the details of the request and any documents associated with the request.

Export Control > H1-B Extension Request for Zhang

<< Return to Workspace < Prev 4

Activity Details (Clarification Requested)

Author: Diana Key (VP Research)
Logged For (Export Control): H1-B Extension Request for Zhang
Activity Date: 4/22/2021 8:57 AM

Activity Form | Property Changes | Documents | Notifications

- * Assigned OEC Reviewer:**
Diana Key
- Make the following changes or provide the requested information:**
Please upload the Foreign Government Talent Recruitment Form signed by Dr. Zhang.
- Supporting documents:**

Document Name	Date Modified
There are no items to display	

Dashboard

Export Control > H1-B Extension Request for Zhang

<< Return to Workspace

Return to the workspace

Edit Export Control

Click the **Edit Export Control** button to make any necessary changes and/or add additional supporting documents to the clarification request. Click the SAVE, then EXIT buttons.

Validates Compare << Editing: EC00000097 Go to forms menu Print Icons Help

Basic Information

Position Information
Foreign Hire Information
Research Description
Supporting Documents

Basic Information

- * Select the employee responsible for this request:**
Diana Key
- * 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 as a Visiting Scholar. See document in RAMP Export Controls Help Center for assistance in determining when this Request Type should be selected versus selecting Visitor Request Type above.

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). This category includes postdoctoral scholars, FSU students, and Faculty, A&P, USPS, or OPS positions not falling under the Visiting Scholar policy. See document in RAMP Export Controls 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 (TAR 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).

Biologics Access Controls: Select Request Type only when controlled biologics are used in BSL-2 or BSL-3.

 - Visitor
 - Shipment
 - Visa (I-129 Part 6)
 - Sponsored Research, Collaborations, and other Agreements
 - Technology and Software Controls
 - Miscellaneous
 - DD-2345
 - Biologics Access Controls

[Clear](#)

Exit Save Continue

Dashboard Admin Agreements Export Control Facilities Grants IACUC

Submissions Reports Help Center

Clarification Requested (EC Review)

EC00000097: H1-B Extension Request for Zhang

Responsible Party: Diana Key
Submission type: Visa (I-129 Part 6)

Submitted by: Diana Key
Date Submitted: 4/1/2021
Date Approved:

Assigned Reviewer: Diana Key
Screening Result: Cleared

Next Steps

Pre-Submission → Pre-Review → Export Control Review → Review Complete

Clarification Requested

Export Control Review

Documents Visa Applicant Information History Reviews Screening Results Deliverables Related Submissions

Support Documents:

Document Name	Date Modified
(0.01)	4/22/2021 10:01 AM

Submit Response



Click **Submit Response**.

Enter comments and supporting documents as appropriate for your response to the clarification request, and then click OK.

Submit Response

1. Comments:

Form added

2. Supporting Documents:

Document Name	Date Modified
There are no items to display	

OK Cancel

Note that the state of this request has changed to EC Review.

EC Review

EC00000097: H1-B Extension Request for Zhang

This activity is now complete.