

## HR / Payroll Export Control Review Checklist

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

		YES	NO
1.	<b>Name of Individual Screened:</b> _____ <b>Name of Affiliated Institution:</b> _____ <b>Restricted Party Screening (RPS) through Visual Compliance must be conducted on ALL potential hires and DCCs with their affiliated institution.</b> 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"/>
<b>If Question 2 is "YES", complete the questions below. If "NO", you're done!</b>			
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>i.e.</i> , 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. <b>KFS Account(s):</b> _____ <b>Building:</b> _____ <b>Room(s):</b> _____	<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. <b>KFS Account(s):</b> _____ <b>Building:</b> _____ <b>Room(s):</b> _____	<input type="checkbox"/>	<input type="checkbox"/>
If "YES" to checked to any of the questions 3 through 5a, forward to UECP ( <a href="mailto:email@email.arizona.edu">email@email.arizona.edu</a> ) this checklist along with job description. Government authorization might be required. Such authorization must be in place <b>before</b> the potential hire/DCC could work on the project.			

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

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