

WHEN SHOULD I SCREEN? [Visual Compliance](#) is the web-based software tool used by the University. The system quickly screens the various lists for: Restricted Parties, Denied Parties, as well as Blocked, Unverified, and Sanctioned Parties lists. Screenings should be completed for:

UA Engagement or Activity	Screen	Responsible for Screening
Foreign Visiting Scholars	Individual & previous/continued institution of study/employment	Department/College
Designated Campus Colleagues (DCCs)	Individual & employer	Department/College
Employees	NEW: Individual & previous intl institution/organization	Department/College
	CURRENT: Individuals	HR & Export Control
International Graduate Students	Individual & previous/continued institution of study/employment	<i>Department/College working to centralize</i>
International MOUs	Institutions, companies, individuals	Department/College, UA Global
Informal international research collaborations or partnerships	Associated individuals/institutions/organizations	Department/College
Partnership/sponsorship of conferences	Foreign institutions or organizations	Department/College
Sending/sharing/ items or technology abroad	Institutions, companies, individuals	Department/College
Contracts/Agreements	Sponsors	Sponsored Projects and Contracting Services
Subcontractors	Institutions, companies, individuals	Sponsored Projects and Contracting Services
Vendors	DV & PO PCard	FSO Credit Card Bank
Export-controlled activities/projects	Associated personnel	Export Control

SCREENING TIPS

- ❖ Screen names of individuals and organizations separately.
- ❖ **INDIVIDUALS:** Enter first and last name (have middle name available for reference, but don't enter).
- ❖ **ORGANIZATIONS:** Abbreviate long names of international organizations, but do not just search one word (e.g. "Ben Gurion University" rather than "Ben Gurion University of the Negev" and "All Russian Institute" rather than "All Russian Scientific Research Institute").
- ❖ **ADDRESS:** City, State, and Country are not necessary to include
- ❖ **COMMENTS:** Enter reason for screening.
- ❖ Select "Fuzzy Level 2".
- ❖ Use icons (rather than browser back button) to navigate the site.

❖ For additional details, consult [RPS Basics with Visual Compliance](#)

EVALUATING RESULTS

"No Matching Records"	No further action required
"Country Notes"	Review and determine if activities are subject to listed restrictions. If activities are subject to restrictions or uncertain, contact export@arizona.edu .
	If activities are confirmed not subject to the restrictions listed, no further action required, unless potential match (see below).
<u>Evaluating Potential Matches:</u> Take no further action on engagement until potential match is cleared.	
Confirm identity	1. Check spellings, middle names/initials, and location. 2. Click on the reference link for additional details, such as birth date and address. <i>Several links may be for the same person with differing information provided such as DOB.</i>
	Determined not a match: <i>Click +Resolve Match Results: Clear (add note why not match)</i>
Evaluate Risk	Name is on a health-care related list (LEIE and REL, HHS references) and NOT involved in health care related activities, likely not a match. Low risk to clear. <i>Click +Resolve Match Results: Clear (add a note why not match)</i>
	Alert Level: (1-4) indicates number of screening criteria matches. If only name was entered, but the location and country also match, consider alert greater.
	Name (individual/organization) possible/close match and location is match. NOT SURE?!? No Problem! Email results to export@arizona.edu for consultation.
Likely Match: Click +Resolve Match Results: ESCALATE- Save and Notify for Export Control guidance. Email export@arizona.edu if you are not contacted in 24 hours.	

- For additional details on these steps, consult [Using the "Resolve Match" feature](#)

WHY DO I RECEIVE EMAILS ABOUT PREVIOUS SCREENINGS? When an individual or entity previously screened is added to a restricted list, you and Export Control will receive emails indicating there is now a potential match. Use the same steps above to evaluate potential matches.

If the individual/entity is no longer affiliated with the university, email Export Control (export@arizona.edu) to delete the record.