When taken outside of the United States, university property such as commodities, software, and technology (hereafter called items) may be subject to export licensing under the Export Administration Regulations (EAR) or regulations by other government agencies. Many items such as laptops, tablets, cell phones and PDA’s containing commercial software, may be

temporarily exported as “tools of trade” under the export license exception TMP.

“Tools of Trade” can be simply defined as items that are used for university business, conferences, trade shows, etc. The temporary exception only applies to university property.

Please complete the form below listing all of the university items you plan to temporarily export. For any encryption items, please contact our office prior to your travel so that we can review the level of encryption and determine the proper registration requirements.

***\*\*This Certification does not apply to any equipment, components, technical data or software specifically designed for military, space, or intelligence applications or otherwise controlled under the International Traffic in Arms Regulations (ITAR). Nor does it apply to any nuclear or atomic energy items regulated by the Nuclear Regulatory Commission (NRC) or Department of Energy (DoE).* \*\***

# In these cases, please contact the Radford University Research Compliance Office at x5290 or [irb-iacuc@radford.edu](mailto:irb-iacuc@radford.edu)

**Temporary Export Certification List**

# (Please complete one form per traveler and forward to the Research Compliance Office at [irb-iacuc@radford.edu](mailto:irb-iacuc@radford.edu). Please assign equipment to only one traveler.)

Full Name:

Email Address:

Enter Destination Countries:

Estimated Date(s) of Departure:

Detailed Description of Item(s) to which this Certification applies:

I am not taking any Radford University property with me, including my RU laptop, or any other RU issued technology.

|  |  |  |
| --- | --- | --- |
| **Items to Export** | **RU Barcode Tag # and/or Serial Number(s)** | **Description of Item, Including Brand and Software. \*** |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |

**\*** If no special software is installed on the RU technology, please note it is also “standard build.”

# PLEASE READ:

1. I will hand carry or check in personal luggage the commodities, software, or technology (hereafter called items) abroad **ONLY** as a "tool of trade" to conduct Radford University business.
2. **I will return the items to the US no later than 12 months from the date of export** unless they are certified by me to have been consumed or destroyed while abroad during this 12-month period;
3. I will maintain the items under my "effective control" while abroad. "Effective control" means retaining physical possession of an item or maintaining it in a secure environment such as a hotel safe or a locked or guarded facility;
4. I will not take the items to **Cuba, Iran, North Korea, Syria, or Sudan** unless I have received approval from the RU Research Compliance Office (RCO) in writing;
5. I will contact the RCO if I will be traveling with any known encrypted technologies or RU proprietary encryption or source code. I acknowledge that written permission will be required from the RCO before I can travel with said technologies.
6. I will immediately contact the RCO if my equipment is lost or stolen during my travel.
7. I will consult with RCO before exporting any other Radford University items abroad.

# I hereby certify that I have read and understand the provisions of this TMP certification, and I understand that violations of U.S. export laws are punishable by severe civil and criminal penalties, including monetary fines and imprisonment, and that I may be personally liable for violating these laws.

Date:

Name of Investigator:

Radford University ID#: