

Export Controls Procedures

In FY21, the University of Houston System (UHS) audited Export Controls procedures at its four institutions to determine whether university procedures align with federal export controls regulations. The audit team recommended that UHCL communicate export controls procedures and expectations to all faculty, staff, and administrators. The Office of Research and Sponsored Programs (ORSP) has primary responsibility for monitoring these procedures, in collaboration with colleagues from other UHCL offices.

International Travel

- Approval for international travel requires completion of [CITI training on Export Controls](#) within three years of the date of departure.
- Your completed Export Controls and Travel Embargo Form and unexpired Export Compliance CITI certificate are required for your Concur Travel Request. See the [UHCL Travel website](#) for more information.
- *If you plan to travel with a laptop, please answer YES on question b, and state that you need a clean laptop to travel on the Export Controls form so that arrangements can be made.*
- Foreign travel attachments must be approved via the Concur workflow.
- Staff who prepare or process Travel Expense Reports for international travel must complete CITI training on Export Controls every three years

International Research Collaborations

- Faculty and staff who conduct research with international collaborators should complete CITI training on Export Controls every three years. An international collaborator is anyone who is not a U.S. citizen or permanent resident. The collaborator may be located in the U.S. or in another country.
- UHCL faculty, staff and students on F-1, J-1, or H-1B visas are not considered “foreign persons” for the purposes of research collaboration.
- Faculty and staff who conduct research with international collaborators should complete the International Collaborator Disclosure Form annually and submit it to the Office of Research and Sponsored Programs

International Visitors

- Faculty and staff who host international visitors should complete CITI training on Export Controls every three years.
- Hosts should determine the citizenship status of all international visitors to determine if they fit the Export Controls definition of “foreign person” (anyone not a U.S. citizen or permanent resident).
- The host should notify University Police for assistance in escorting an international visitor and/or providing access to restricted spaces on campus.
- NOTE: UHCL faculty, staff and students on F-1, J-1, or H-1B visas are not considered “foreign persons” for the purposes of escort or access.

International Shipping

- Staff who prepare or process Postal Expenditures Forms for international shipping must complete CITI training on Export Controls every three years.
- All Postal Expenditures Forms for international shipments must be signed by the ORSP Executive Director, even when charging the expense to state or institutional cost centers.
- The CITI training certificate for the Department Contact named on the Postal Expenditures Form should be attached when the form is sent to sponsoredprograms@uhcl.edu for approval.

For assistance on any of these matters, contact the Office of Research and Sponsored Programs at 281-283-3015 or sponsoredprograms@uhcl.edu.