

Export Control PI Reference Guide

Submit an Export Control Request

The screenshot illustrates the process of submitting an export control request. It shows a dashboard with a 'Create' dropdown menu. A blue arrow labeled '1' points to the 'Create Export Control' option. Below this, the 'Creating New: Export Control' form is shown, with a blue arrow labeled '2' pointing to the 'Continue' button. A blue arrow labeled '3' points to the 'Finish' button. To the right, a 'Next Steps' sidebar is shown, with a blue arrow labeled '4' pointing to the 'Submit' button.

1. From Dashboard, click the **Create Export Control** button.
2. Complete the pages. To move to the next page, click **Continue**. Use left navigator to jump to specific page.
3. On the last page, click **Finish**.
4. On the left, click **Submit**. On the Submit form, check the "I agree with the above statement" checkbox and click OK to submit the export control request.

Respond to Reviewer Requests

My Inbox

Filter ? ID ▼

ID	Name
[icon]	
[icon]	

1. From My Inbox, click the export control request name to open it.
2. Click the **History** tab to begin the steps to respond to the reviewer's requests.
3. Look for the **Clarification Requested** activity and review any reviewer comments.

Next Steps

Edit Export Control

Printer Version

View Differences

Submit Response

Pre-Submission → Pre-Review → Clarification Requested

Reviewer Notes Documents History

Filter by ? Activity ▼

Activity

Clarification Requested

4. To update the request, click **Edit Export Control** on the left and make the changes. If changes are not needed on the export control request, go to the next step. You will be able to enter a response for the reviewer before submitting.

Submit Response

1. Comments:

2. Supporting Documents:

+ Add

Document Name	Date Modified
There are no items to display	

OK Cancel

5. Click **Submit Response**.
6. (Optional) In the Comments box, type a response to the reviewer's comments or questions.
7. Click **OK**.

If you need to revise an active export control request, email export.dash@tennessee.edu to initiate the process. Active export control requests cannot be edited until the Export Control Reviewer sends the request back to the responsible party using the **Clarification Requested** activity. At that point, revisions can be performed and submitted for review by following the steps outlined in the *Respond to Reviewer Requests* section above.