



DASH RESEARCH EXPORT CONTROL USER MANUAL



OCTOBER 15, 2025
UNIVERSITY OF TENNESSEE AT CHATTANOOGA

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Introduction

In alignment with the University of Tennessee System's strategic plan, the Huron Research Suite, branded DASH Research, expands research capabilities to ensure administrative excellence using a modern, cloud-based solution for “managing the business of research.” The new system, known as DASH Research, is the first foundational step toward the modernization of the University's software solutions. DASH Research is designed to bring simplification and standardization across all research functions to help improve governance and transparency, while laying the foundation for continued technology transformation in the years to come.

The DASH Research Export Control Module provides the university with a single, modern application to ensure compliance and replaces campus-based manual systems. DASH Research Export Control includes requests for export control reviews for International Travel, Visitors Engaged in Research (VEiR), H-1B VISA, Shipment, Purchasing, Sponsored Research, Collaborations, and Other Agreements. At this stage, only three types of requests are available: International Travel, Visitors Engaged in Research (VEiR), and H-1B VISA request types, starting January 1, 2026.

Request Type
1. Visitor
2. Travel
3. Shipment
4. Visa (I-129 Part 6)
5. Purchasing
6. Sponsored Research, Collaborations, and Other Agreements
7. Payment Processing

Office Of Research Integrity (ORI)

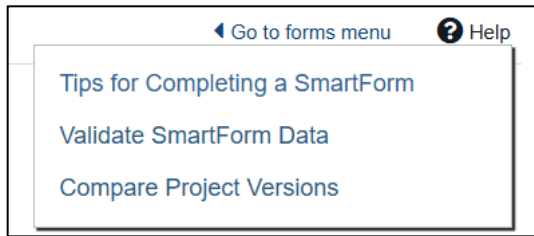
This manual addresses these three types of requests, clarifies complex information, and assists faculty and staff with technical instructions on how to submit a request. The goal of this user manual is to offer practical guidance, ultimately improving comprehension, and successful task completion for users. It provides step by step instructions on how to submit export control requests in DASH Research Export Control, the new comprehensive submission system of the University of Tennessee. If you have any questions or concerns about the process, please contact the Office of Research Integrity at eco@utc.edu.

To access DASH Research Export Control, please visit the [DASH landing page](#), click on DASH Research, and then click on Export Control.



Navigating DASH Research tabs in Export Control:

Tabs are a user interface element that allows users to switch between different sets of information or views within a single window. They function like physical file folder tabs, providing a quick and organized way to access various sections of content. They describe certain sections or questions and provide additional information for clarity.



For more information on how to navigate through the smart forms, you can click on **Help** for tips, data validation, or compare two versions. The links shown above provide videos for more information.



- Clicking on **Exit** will not save the form, and you will have to start over.
- Clicking on **Save** will save the form for a later completion.
- Clicking on **Continue** will save the page you are working on and take you to the next page of the form.
- **Print** gives you the opportunity to print the current page or the whole form “project.”

VISITORS ENGAGED IN RESEARCH

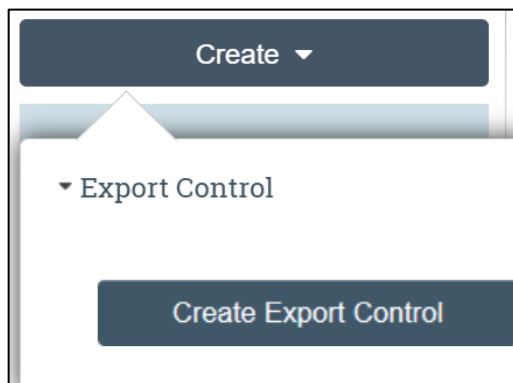
This request must be submitted by the faculty sponsor in collaboration with their visitor(s) before the start date of the visit. We highly recommend that the visitor request is submitted at least a month before the start date of the visit if the visitor is U.S. citizen. If the visitor is lawful permanent resident or non-U.S. citizen, we recommend the submission 45-90 days before the date of the visit. The submission of this request should be completed in compliance with the [University of Tennessee Policy on Visitors Engaged in Research](#).

Before you submit the VEiR request on DASH Research, the faculty sponsor, in collaboration with the visitor, should ensure they have the following documents:

- Completed and signed [Visitor Information Packet \(VIP\)](#)
- Digital copies of the visitor's valid passport and VISA
- Visitor's CV/Resume

Steps to submit the visitor request in DASH Research Export Control:

1. To navigate to the DASH Research Export Control, from the [DASH landing page](#), click on DASH Research, and then click on Export Control
2. From the Dashboard, click on "Create" on the top left side of the page after you sign in, and pick "export control" from the drop menu.



3. Click on "Create Export Control" and this will take you to the "Basic Information" page. Your name will auto-populate next to ellipses.

Office Of Research Integrity (ORI)

Basic Information

1. * Select the employee responsible for this request:

Your Name

2. * Type of request:

☒ Visitor
☐ Travel
☐ Shipment
☐ Visa (I-129 Part 6)
☐ Purchasing
☐ Sponsored Research, Collaborations, and other Agreements
☐ Payment Processing

3. * Title (max 50 characters):

Go to forms menu

Help

Exit

Save

Continue

4. * Campus Selection:

☐ UT Knoxville Campus
☐ UT Space Institute
☐ UT Institute for Public Service Consolidated BU
☐ Tennessee Language Center
☐ UT Municipal Technical Advisory Service
☐ UT County Technical Assistance Service
☐ UT AgResearch
☐ UT Extension
☐ UT Veterinary Medicine
☐ UT Chattanooga Campus
☐ UT Martin Campus
☐ UT Southern
☐ UT Health Science Center
☐ TBD/Other
☐ TESTCAMPUS1
☐ TESTCAMPUS2

For UT System Policy click here

Exit

Save

Continue

Basic Information Page

In the “Basic Information” page, you will answer four main questions.

- **Select the employee responsible for the request:** Confirm the Faculty Sponsor’s name is populated for this question. If not, choose the Faculty Sponsor’s name from the drop menu after clicking on the ellipsis and searching for the name.
- **Type of request:** Choose “Visitor.”
- **Title:** You can name this request by typing in the following:
“Faculty Sponsor’s Last name_Visitor’s Last name_visit start date_ visit end date”
This formula helps you to recognize your requests within the system.
- **Campus Selection:** Choose “UT Chattanooga Campus” (This is where the visitor will be conducting their research, training, or observership/ shadowing).

After completing the “Basic Information” page, click **Continue** to proceed to the second page titled “Visit Information.”

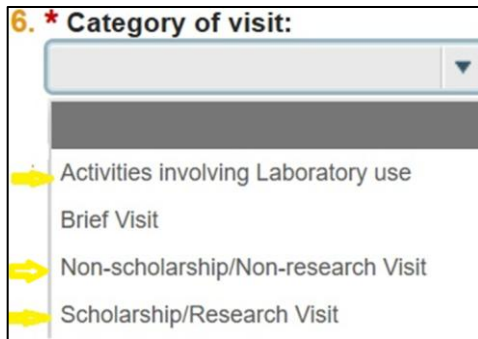
Visit Information Page

In the “Visit Information” page, you will answer eight questions. Make sure you complete all questions with relevant information. This document outlines only questions 6 and 8 from the “Visit Information” page.

- **Question 6: Category of visit**

You will have a drop menu to choose the category for each visit.

Do NOT choose “Brief visit.”



6. * **Category of visit:**

Activities involving Laboratory use

Brief Visit

Non-scholarship/Non-research Visit

Scholarship/Research Visit

If you choose “Activities involving laboratory use” or “Scholarship/Research Visit,” you will be asked to choose the activities of your research in the next question.



Select the activity that will be performed by the Visitor(s):

☐ Health Sciences - Clinical Activities and Sciences, Technology, Engineering, and Mathematics (STEM)

☐ Sciences, Technology, Engineering and Mathematics (STEM)

☐ Humanities, Social Sciences, and Others

[Clear](#)

- **Question 8: Visa Status**

If you are certain of the type of visa the visitor has, you will report that information in this question. If you are unsure about the type of VISA or the legal status of the visitor, you can choose “Unknown.” If the visitor is a US citizen or green card holder, your choice will be “Not applicable.”

8. * Select Status:

- ☐ H1B
- ☐ J-1
- ☐ F-1 Student
- ☐ M Student
- ☐ J Student
- ☐ Not applicable
- ☐ Unknown

[Clear](#)

- Click **Continue** to proceed to the “Visitor Information” page.

Visitor Information Page:

The “visitor information” page has seven questions in total.

- **Question 5: Permanent Residency**

Here, you will answer whether the visitor is a permanent resident of the U.S. For more information about the definition of “legal permanent resident of the U.S.,” click on the question mark to the right of the question.

5. * Legal permanent resident of the U.S. (i.e. green card holder)?


☐ Yes
 ☒ No
 [Clear](#)


- **Question 7: Affiliated company(ies)/institution(s)/organization(s)**

Here, you will select the affiliated organization of the visitor. If the institution is not listed, search for “Other” in the text box, and then type in the official name of the institution as it is written on their webpage.

Add Visit Institution

Note: If your organization is not listed, select "Other" from the list.

1. * Select an organization:



Select Organization

Search

Browse

Filter by

Name


other

Go

Clear

Advanced

1-8 of 8

ID	Name	Category	Parent Organization
 Other	Other	Sponsor	

Add Visit Institution
Note: If your organization is not listed, select "Other" from the list.
1. * Select an organization:
Other
2. * If you cannot find the organization in the list above, enter its information here:

3. Address:
Line 1:
Line 2:
City:
State or Province:
* Country:

Visitor with Research Information Page:

Indicate the technical scope of your project and major technologies involved. If the Visitor is going to work on externally sponsored research, please also provide all the project identification number(s) currently known in Cayuse or DASH Research.

Click “**Continue**” to proceed to the last page: “Supporting Documents.”

Supporting Documents Page:

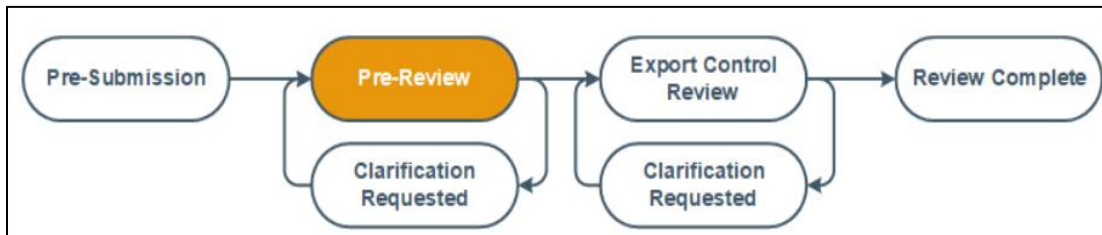
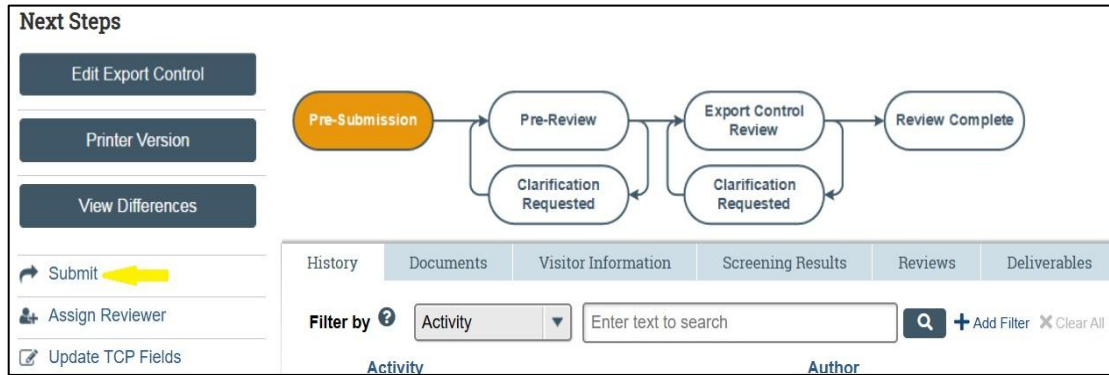
On this page, please ensure to upload the following documents:

- Visitor’s CV or Resume
- [Visitor Information Packet \(VIP\)](#) with signatures from both the Faculty Sponsor and Visitor
- Copy of passport (if foreign)
- Copy of VISA (if applicable and available)
- Any other relevant documents (Such as a copy of an NDA, contract, etc.)

Click on “**Finish**,” and you will be returned to the workspace with a “Pre-submission” draft. Be sure to click “**submit**” to start the review process.

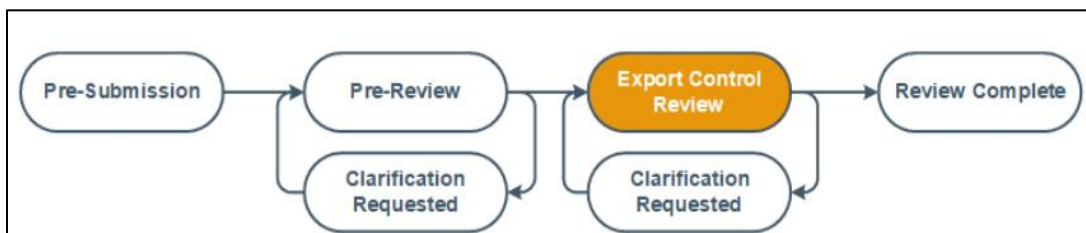
Submit for Review

After you click **Submit**, the form will move from **Pre-submission state** to **Pre-Review state** and become accessible to UTC's Export Control Office (ECO) for initial pre-review.



The ECO may request more clarification or corrections to information submitted. In that case, the request will circle back to you, and the status will appear as “Clarification Requested.” You will receive an email notification, and once you sign into DASH Research, you will see the comments from the ECO that describe what needs to be addressed.

After all clarifications and corrections are complete, the ECO will move the request to the second stage of review known as “Export Control Review.” During the second stage of review, the ECO may again request more clarification or request corrections to the request.



After the review is thoroughly reviewed and completed, the ECO will mark your request as “Review Complete.” At this stage, the visitor is cleared to visit the campus.

INTERNATIONAL TRAVEL

UTC encourages, supports, and facilitates safe, secure, and enriching international travel for the UTC community, providing assistance before, during, and after international travel. All international travel requests must be submitted and approved in DASH>>Expenses in advance before the travel date. According to DASH list of countries of concern, most of the international travel requests require export control review. You will receive an email from the Office of Research Integrity requesting you to fill out the International Travel request in DASH Research Export Control if you are travelling to any country of concern.

- Before traveling, register international travel in [DASH>>Expenses](#)
- Obtain travel authorization and meet requirements of [UT Policy FI0705](#)

This request must be submitted by the traveler (faculty, staff, postdoc, and student) in collaboration with their supervisor/ Principal Investigator (PI) at least 2 weeks before the start date of the trip.

The travel request has four pages: Basic Information, Traveler Information, Purpose of Travel, and Supporting Documents. Please always ensure to answer and address ALL questions regardless of whether they are marked as required or optional. All this information is especially important for export control review. Always ensure to click “**Save**” before “**Exit**” if you decide to complete the request later.

Basic Information

**Traveler
Information**

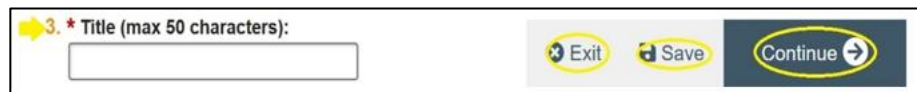
Purpose of Travel

Supporting
Documents

Steps to submit the Travel request in DASH Research Export Control

- 1- Follow the steps outlined on [pages 5-7](#), but choose **Travel** instead of visitor, and follow the below instructions for question #3. Otherwise, the basic information page should look the same as previously outlined.
- 2- **Question 3: Title:** For the request title in this section below, please use this formula:

The Country of Destination_City_Start Date_End Date



- 3- Click “**Continue**” to proceed to the “Traveler Information” page.

Traveler Information Page

In this page, you will answer five questions.

- **Questions 4 & 5: Tangible and Intangible Products Taken**

Questions 4 and 5 ask you to list all tangible items (e.g., equipment) and intangible items (e.g., data) you intend to travel with, respectively. To learn more, you can click on the “more information” button, indicated by a dark blue circle with a white question mark to the right of each question.

4. List all tangible products taken: (equipment, samples, laptop and software, GPS, camera etc.) ?

Name	Manufacturer/Developer	References	Description
There are no items to display			
+ Add			

5. List all intangible products taken: (know-how, data, training etc.) ?

Name	Status	References	Description
There are no items to display			
+ Add			

- **References:** You can either paste a link to a product or software you are taking or add the information directly. Product information includes tag number, serial number, and model number.
- **Description:** Explain the purpose of taking these products, usage, and if you are sharing them with others or not.

Please be sure to provide enough information about all intangible products taken abroad. Intangible products include digital lab notebooks, raw data, training manuals, pictures, videos, and anything under development or pending approvals. This information can be added under “References.”

- Click “**Continue**” to proceed to the “Purpose of Travel” page.

Purpose of Travel Page:

There are seven questions on this page. Always ensure you understand each question and provide relevant answers. You can “**Save**” and return to finish the request later if needed.

- **Question 1: Conferences or Meetings attended.**

Click on the “+ **Add**” button to include all details about the conference. Please be sure to fill out all questions, including those that are not marked as required, such as the conference website, groups, or sponsors funding this trip. This information is important for the export control review.

Purpose of Travel

1. Conferences or meetings attended:

+ Add

Name	URL	Sponsor	Presenting	Presentation Subject	Publicly Available	Export Controlled	Compensated	Compensation
There are no items to display								

2. Enter details about groups or sponsors providing funding for this travel:

Add Conference Or Meeting

1. * Name of conference or meeting:

2. Website of conference or meeting:

3. Conference Sponsor:

4. * Will the traveler be presenting at the conference or meeting?

☐ Yes
 ☐ No
 [Clear](#)

Required

OK

OK and Add Another

Cancel

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- If you indicate that you will be presenting or speaking at the conference, you will be asked a series of additional questions. Please ensure to answer all questions, regardless of whether they are marked as required. It is crucial to list all other entities, organizations, or persons met with. This information is important for the export control review.
- At the bottom of the “Purpose of Travel” page, you can click on “**Ok and Add Another**” to add more conferences if you plan to attend multiple conferences in the same country.
- Click “**continue**” to proceed to the “Supporting Documents” page.

Supporting Documents Page:

- On this page, ensure you upload all travel documents such as copies of your VISA (if applicable) and passport, and other documents related to the products you are taking with you such as purchase orders, manuals, catalogs, and proof of licenses or approvals.
- Click on “**Finish**” and then “**Submit**” to send your request for a review.

International Travel Tips and Resources:

- Check the [U.S. Department of State Travel Advisories](#) and determine whether an exception request is required based on advisory level.
- Consider enrolling in the [Smart Traveler Enrollment Program](#) and using [Crisis24 Horizon](#)
- Understand restrictions of your research projects and how to access necessary data while maintaining research security. Review the “[What Can You Take with You Overseas?](#)” section of the [UTC travel webpage](#).
- Contact the [ITS helpdesk](#) about protecting and accessing data during your trip.

H-1B VISA:

Please ensure to read the introduction (page 1-4) to familiarize yourself with general information pertaining to DASH Research Export Control Module and its general navigation tabs. The H-1B VISA request must be completed by the hiring department in collaboration with the general counsel staff (Holly N. Bentley).

The export control and research security review is a crucial and mandatory part of the H-1B VISA process for U.S. employers, especially in research and tech fields. It is mandated by the U.S. Citizenship and Immigration Services (USCIS) to ensure that employers certify they've assessed if a foreign national employee will access sensitive, export-controlled technology or data (deemed export), potentially requiring a U.S. government license before employment begins. This certification on Form I-129 ensures compliance with federal regulations such as the Export Administration Regulations (EAR) and the International Traffic in Arms Regulations (ITAR), protecting national security, and avoiding severe penalties for violations.

Steps to submit the H-1B VISA request in DASH Research Export Control Module:

- 1- The hiring department must fill out the “Internal Request Form for a H-1B Employee - Departmental Form” and provide the following supporting documents to the general counsel (Holly N. Bentley):
 - Internal Request Form for a H-1B Employee-Departmental Form
 - A copy of a valid passport.
 - An updated CV/ Resume.
 - The job posting or job ad for the position.
- 2- The hiring department representative signs in and fills out the VISA (I-129 Part 6) request in **DASH Research Export Control** (<https://dash.tennessee.edu/home>).
- 3- From the Dashboard, click on “Create” on the top left side of the page after you sign in, and pick “export control” from the drop menu.



- 4- Click on “Create Export Control” and this will take you to the “Basic Information” page.

Basic Information Page:

In the “Basic Information” page, you will answer four main questions. Your name will auto-populate next to ellipses, make sure to click on VISA (I-129 part 6).

For the title, please use the following formula to fill out that section:

The hiring department’s name_ applicant’s last name. Lastly, choose UT Chattanooga Campus, and click **Continue** to proceed to **Position Information Section**.

Position Information Page:

- In this section, you will answer eight questions pertaining to the position. Make sure you type in the position title the same way it was mentioned in the Internal Request Form for a H-1B Employee-Departmental Form. Choose the hiring department name, and the name of the supervisor.

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Go to forms menu Print Help

Basic Information

Position Information

Foreign Hire Information

Supporting Documents

Position Information

1. * Job title:

2. * Hosting department or school:

3. * Supervisor:

4. Supervisor email address (will be displayed upon save):

- Proceed to add the start/issue date of the VISA and the expiration date. For Q#6, you can copy and paste the job description from the job posting and pick the position status as it was mentioned in the Internal Request Form for a H-1B Employee-Departmental Form. Click “Continue” to proceed to the next section.

5. * Date(s):

Go to forms menu Print Help

Start Date	End Date	Notes
There are no items to display		

+ Add

6. * Brief job description:

7. * Status:

☐ Staff
☐ Faculty
☐ Student
☐ Post Doc
☐ Fellow
☐ Contractor
[Clear](#)

8. * Will the foreign hire work/participate/collaborate in research?

☐ Yes ☐ No [Clear](#)

Exit Save Continue

Foreign Hire Information:

- In this section, you will answer basic information about the applicant. For Q#4, please list all citizenships if the applicant has more than one, and indicate which citizenship is the most recent one. This is particularly important in determining “deemed export” issues. You can mention the most recent citizenship in the last page of this form: “Supporting Documents.”
- Q#5, you can click on the question mark to understand the definition of Legal Permanent Resident of the US.
- Q#6, you specify if this VISA application is for first time “initial”, or a continuation of an existing valid VISA “renewal”.
- Q#7, if the application is a renewal of an existing valid VISA, please ensure to type in the employee’s institutional email. Click “**Continue**” to proceed to the next section.

The screenshot shows a web form titled "Foreign Hire Information". On the left is a sidebar with a menu containing "Basic Information", "Position Information", "Foreign Hire Information" (which is highlighted in orange), "Research Description", and "Supporting Documents". The main content area contains seven numbered questions:

1. * First name (as it appears on passport): [Text input field]
2. Middle initial/name (as it appears on passport): [Text input field]
3. * Last name (as it appears on passport): [Text input field]
4. * Countries of citizenship: [Dropdown menu with a plus icon]
5. * Legal permanent resident of the U.S. (See help for examples): [Radio buttons for Yes and No, with a "Clear" link and a help icon (question mark)]
6. * Reason for application: [Dropdown menu]
7. If the individual is already an employee, provide his/her email address: [Text input field]

At the bottom right of the form are three buttons: "Exit", "Save", and "Continue" (which is highlighted in dark blue with a right arrow icon). There is also a small red circular icon with a white arrow pointing to the right, located above the "Continue" button.

Research Description Page:

- In this part, please ensure to answer all questions to the best of your knowledge. You may need to consult with the Principal Investigator (PI) or Department Head (DH) to obtain certain answers.
- For most questions, when you answer Yes/ No, you will be provided with an additional box to add more details, please ensure to add more relevant details to help the export control officer understand the overall perspective of the research and the degree and nature of the applicant's involvement in research.
- Q#3, you can click on the question mark to understand the definition of "Fundamental Research".
- Q#5, 6, and 8, you can find any restrictions and many other details about participation and technology access in the research agreement, contract, or research protocol. You can also consult with the PI or DH to obtain the correct answers.

Research Description

1. * Will any of the research be sponsored, in whole or in part, by either the institution or an external sponsor, including the federal government?
☐ Yes ☐ No [Clear](#)

2. Describe in detail the research that will be performed (technical scope, major technologies involved, etc.):

3. * Are all projects, the foreign hire will participate/collaborate on, considered "Fundamental Research"? [?](#)
☐ Yes ☐ No [Clear](#)

4. * Could the results of the work be taught, published, or shared broadly with the scientific community?
☐ Yes ☐ No [Clear](#)

5. * Are there any restrictions on the research projects the foreign hire will participate/collaborate?
☐ Yes ☐ No [Clear](#)

6. * Will any technology or technical data that will be released to the foreign hire be unpublished, subject to publication/dissemination restrictions, or subject to other access restrictions (such as off-limits to foreign nationals) at the time of its release?
☐ Yes ☐ No [Clear](#)

[Exit](#) [Save](#) [Continue](#)

7. * Will any software source code be released to the foreign hire?
☐ Yes ☐ No [Clear](#)

8. * Will the foreign hire be provided access to any third-party owned technical data or technology that is considered proprietary or confidential to the third-party owner? This includes US Government furnished technical data with dissemination controls or other restrictive markings
☐ Yes ☐ No [Clear](#)

9. * Will the foreign hire be provided access to equipment designed or developed for military, space, or nuclear applications?
☐ Yes ☐ No [Clear](#)

[Exit](#) [Save](#) [Continue](#)

- Click “**Continue**” to proceed to the last section in this form.

Supporting Documents Page:

In this section, please ensure to upload the following documents:

- Internal Request Form for a H-1B Employee-Departmental Form
- A copy of a valid passport.
- An updated CV/ Resume.
- The job posting or job ad for the position.
- Any other relevant documents.

You can use this box below to add any additional information or clarification for any questions. In case of multiple citizenships, please indicate here which citizenship is the most recent one. Please **DON'T CLICK “FINISH” YET.**

2. * If no documents are uploaded, please provide reasoning:



✕ Exit

💾 Save

Finish

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Validate Compare

Basic Information

Position Information

Foreign Hire Information

Supporting Documents

+ Add

Document Name	Date Modified
There are no items to display	

Please take this opportunity to review the information you have provided. It is very important that the responses in this submission be thorough and specific. Failure to respond to all requested items, to submit all required documents, or complete all personnel requirements will result in a delay in the review of this submission and may result in the submission being returned to the responsible party for correction or completion.

Please note that this submission has not yet been submitted for review. Upon completing the information in this submission and clicking the "Finish" button below, the responsible party must also execute the appropriate activity from the workspace to forward this for review. The Initial submission is done via the "Submit" activity. If re-submitting after responding to a reviewer's questions, this is done via the "Submit Response" activity."

2. * If no documents are uploaded, please provide reasoning:

DON'T CLICK "FINISH" YET

Exit Save Finish

After you upload all required documents under “Supporting Documents” section, please click on “Basic Information” on the left side list, and assign “Holly Bentley” as a responsible party, click “Save” at the bottom, and then go back to the “Supporting Documents” section and click “Finish”.

Validate Compare

Editing: EC00000225

Go to forms menu Print Help

Basic Information

1. * Select the employee responsible for this request:

Holly Bentley

2. * Type of request:

☐ Visitor

☐ Travel

☐ Shipment

☒ Visa (I-129 Part 6)

☐ Purchasing

☐ Sponsored Research, Collaborations, and other Agreements

☐ Payment Processing

☐ Items Controls

☐ Technology and Software Controls

☐ Miscellaneous

[Clear](#)

3. * Title (max 50 characters):

DON'T CLICK "FINISH" YET

Exit Save Continue

Office Of Research Integrity (ORI)

The screenshot displays the ORI submission interface. On the left is a sidebar with navigation options: Basic Information, Position Information, Foreign Hire Information, Research Description, and Supporting Documents (highlighted in orange). The main content area has a header with 'Validate' and 'Compare' tabs. Below this is a table with columns 'Document Name' and 'Date Modified', which is currently empty. A message states: 'Please take this opportunity to review the information you have provided. It is very important that the responses in this submission be thorough and specific. Failure to respond to all requested items, to submit all required documents, or complete all personnel requirements will result in a delay in the review of this submission and may result in the submission being returned to the responsible party for correction or completion.' Another message notes: 'Please note that this submission has not yet been submitted for review. Upon completing the information in this submission and clicking the "Finish" button below, the responsible party must also execute the appropriate activity from the workspace to forward this for review. The initial submission is done via the "Submit" activity. If re-submitting after responding to a reviewer's questions, this is done via the "Submit Response" activity.'

2. * If no documents are uploaded, please provide reasoning:

Below this text is a large empty rectangular box for providing reasoning.

At the bottom right, there is a red arrow pointing down to a button labeled 'Finish'. Above the arrow, the text reads: 'Now you can click "FINISH"'. Below the arrow are three buttons: 'Exit', 'Save', and 'Finish'.

- 5- Holly Bentley will receive the VISA (I-129 Part 6) form in the DASH Research Export Control Module and submit it to the export control office for a review.
- 6- The hiring department will need to notify Holly Bentley via email that there is an H1-B VISA application to review and submit in the DASH Research Export Control module.

Acknowledgments:

This manual was made possible by the dedicated efforts of:

Dr. Cheryl Murphy, Director of Office of Research Integrity (ORI).

Dr. Majdi Alghader, Sr. Compliance and Research Security Officer.