

REQUEST TO SHIP MATERIALS OR EQUIPMENT OUTSIDE THE UNITED STATES

Equipment and materials may **not** be sent outside the U.S. until the University determines whether an export control license is required and/or a loan or other agreement. The information you provide on this form will be used to make those determinations. Please complete a separate form for each separate piece of equipment. Use additional sheets as needed. Submit the completed request as far in advance of the preferred shipping date as possible: it may take months to obtain a license if one is required.

Part I: Contact and Contract Information (to be completed by PI or other Lab contact):

1. Principal Investigator or other contact person for shipment:

Telephone No: _____ Fax No: _____

E-Mail: _____ Address: _____

Lab: _____

Title/position: _____

2. Proposal ID number or contract number: _____

Part II: Information about Equipment/Materials (to be completed by PI or Lab contact):

1. Common name: _____

2. Technical name: _____

3. Manufacturer, Model #: _____

4. General function and use: _____

5. Dollar Value: _____

6. University Control #: _____

7. URL where specifications may be found or send copies of specs or other information in hard copy:

8. If an entity other than the University owns title in the equipment/materials, identify that entity:

Part III: Information about Purpose of Shipment and Recipient (to be completed by PI or Lab contact):

1. Intended recipient and address: _____

2. Intended end user(s) (requires names of individuals) and nationality:

3. Intended use of equipment/materials by recipient:

4. Will the University train foreign national end users how to use the equipment/materials? Y N

Explain. _____

5. Will the equipment/materials be "on loan" to the recipient? Y N

If yes, what is the loan period? _____

If no, do you intend to transfer title in the equipment/materials to the recipient? Y N

Other disposition of equipment/materials? _____

6. Preferred deadline for shipping equipment/materials: _____

Submitted by: _____ Date Submitted _____
(Name of PI or Lab contact person)

Part IV: Submit the Request. The PI or other department contact person should submit the completed request to Adam Grant, UM Export Compliance Officer, (301) 405-2656 , afgrant@umd.edu , and Angela Richmond, UMCES ORAA, arichmond@umces.edu .

Part V: Export Recommendation (to be completed by UM Export Compliance Officer):

1. Is the equipment/material controlled under the ITAR? Yes No

If yes, identify the USML category: _____

License is required.

2. Is the equipment/material controlled under the EAR? Yes No

If yes, identify the ECCN: _____

Is a license required? Yes No

Explain: _____

3. Do you recommend filing a commodity jurisdiction request with State? Yes No

4. Do you recommend filing a commodity classification request with Commerce? Yes No

5. Is the receiving and/or any end users identified on the Denied Persons list, Unverified list, entity list, specially designated nationals list, debarred list or subject to an OFAC boycott? Yes No

If yes, explain: _____

Adam Grant afgrant@umd.edu

Date

Return Request and recommendation with supporting documentation to Angela Richmond, Director of UMCES ORAA, arichmond@umces.edu 410-221-2015.