



TEXAS TECH UNIVERSITY

Dear Colleagues,

We write to inform you of our shared responsibility to protect export-controlled information. As in all other aspects of our operations, it is our responsibility to ensure that your efforts and TTU remain in compliance with federal law. Certain violations of export controls, specifically blatant violations to the International Trade in Arms Regulations ([ITAR](#)) carry criminal penalties. These violations often include 'deemed exports', which occur when export-protected information is made accessible to certain foreign recipients.

Furthermore, no one is permitted to provide aid to countries that are embargoed by the USA without first obtaining a license. We are able to help you obtain such licenses in most situations that may arise in this regard. Recently a University of Tennessee professor served a four-year prison sentence for blatant ITAR violations. Our intent is to assure that you and the TTU administration never have to meet with federal agency officials due to a violation in these export regulations. In addition, we don't want to burden the faculty as a whole with more required training. We ask that you simply read and acknowledge this email so that we are assured you know when it is necessary to contact us on export control matters.

If you win sponsored research funding from a US Government Agency that involves the utilization or production of export-controlled materials as part of a sponsored project, then the Office of Research Services will contact you to assure that adequate safeguards and controls are put in place. These are the easiest export control issues to manage, since they are well understood and contractual.

More difficult issues to manage arise when faculty members travel to specific foreign countries of interest or when we host visits from others that come from these locations. Also, we must not send certain trade-restricted data or other trade-restricted materials to these locations or to restricted parties, either electronically or through shipments.

We strongly encourage open professional exchange of our faculty, staff and students with their counterparts and collaborators throughout the world. We do not want this process to be overly restrictive or onerous. Hence, if you are planning foreign travel or to host foreign visitors to Texas Tech, if you are planning a foreign collaboration, or if you are responding to invitations to join an international collaboration, please first contact Jennifer Horn in the OVPR ([jennifer.horn@ttu.edu](mailto:jennifer.horn@ttu.edu) or 806.834.3870) or Michael Johnson in International Affairs ([michael.johnson@ttu.edu](mailto:michael.johnson@ttu.edu) or 806.834.4622) to confirm that the parties that you propose to host, visit or work with are not 'subjects of interest' under US Export Control law. We will take no more than two work days to reply with confirmation that your activities are in compliance

with export control laws, which will be the case in the vast majority of times, or on rare occasions to advise you of licenses or other special permission that must be obtained before you proceed. You will find more complete information on export control law on our new [Export Control Website](#).

These simple precautions can prevent much greater concerns down the line, and we appreciate your attention to this important matter. Please reply to this [email address](#) with your confirmation that you have read and understood this email message.

Thank you,

A handwritten signature in black ink, appearing to read "Robert V. Duncan".

Robert V. Duncan  
Sr. Vice President for Research

A handwritten signature in black ink, appearing to read "Lawrence Schovanec".

Lawrence Schovanec  
Provost and Sr. Vice President