**University of Delaware Technology Control Plan**

The primary purpose of this Technology Control Plan (TCP) is to restrict access to sensitive or controlled information and technology.

1. UD Reference (Award No., Purpose Code, or PeopleSoft No.):
2. Project Title:
3. Primary Purpose:
4. Start/End Date:
5. PI / Task Leader responsible for maintaining TCP:
6. Name and contact information of sponsor representative who is aware of the controls set forth in this TCP:
7. Description of technology/information to be controlled/maintained:
8. Reason(s) for Control (prior approval for foreign nationals, 7012 compliance, intellectual property protection, proprietary and non-disclosure agreements, export controls, etc.):
9. List of persons authorized to access information. Export compliance training is required to be completed every three (3) years at [CITI](https://about.citiprogram.org/) Program. If sponsor approval of foreign nationals is required, please do not add those individuals to the list below until they are approved by the sponsor.

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| --- | --- | --- | --- |
| Name | U.S. Citizen, permanent resident, or foreign national | Access Level limitations  (enter None if non-applicable) | Export Compliance Training Completion Date |
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1. How will controlled information be identified (e.g., labeling) in hardcopy, electronic, or other format?
2. How/Where will information be stored (list all locations and person responsible for control at each location)? If stored on a computing device, describe IT controls such as password protection or restricted access file storage. Describe for each level of control required:
3. Describe restrictions on communicating information and media to be used (mail, email, secure dropbox, fax, courier, etc.). Note if encryption is required or if a DOD Distribution Statement (B through F) applies. Describe for each level of control required:
4. How will information be controlled in 1) office areas; 2) common use areas (laboratories, conference rooms, etc.); and/or 3) while on travel to a collaborating partner’s location to ensure unauthorized persons do not have access? Describe for each level of control required:
5. How will controlled information be stored, disposed of, or returned at the end of the project?

**It is the PI’s responsibility to review and maintain this TCP throughout the life of the project.**

**Execution of Agreement:**

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Name: Date

Principal Investigator

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Research Regulatory Affairs Date

**Execution of Disposition:**

PI / Task Leader’s statement of disposition of all controlled information at the end of the project: *I hereby acknowledge that the project related to this TCP has concluded or the reasons for control have been removed. I hereby confirm that any controlled information has been disposed of, stored, or returned in accordance with the TCP.*

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Name: Date

PI / Task Leader

Acknowledgement of Disposition:

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Research Regulatory Affairs Date