

To: Faculty, Research Staff, Students and Administrative Personnel

From: Gillian M. Small, Ph.D., Vice Chancellor for Research

Date: May 11, 2012

Re: Export Control Policy

We recognize the importance of complying with all U.S. export control regulations and are committed to full compliance with these regulations. In practice, these rules have a direct impact on what hardware, laboratory equipment, materials, software, technology and technical data that we, as a responsible institution, can export out of the country by any means and, in certain cases, allow access to by individuals working in and visiting our research laboratories. These regulations also potentially affect what institutional research partners we work with during the course of our U.S.-based and international collaborations; how we disseminate research results and to whom; and travel abroad for teaching and research purposes. Export controls affect all scientific disciplines (regardless of whether the activity concerns sponsored or non-sponsored research) as well as business and service transactions with restricted countries and restricted end users.

At CUNY, we are committed to maintaining an open teaching and research environment that supports the global benefit of our academic and research endeavors. At the same time, we remain equally committed to export compliance and upholding our specific responsibilities under the regulations. In recent years, U.S. Government agencies have strictly enforced these regulations as applicable to universities and research institutions, resulting in numerous investigations as well as civil and criminal sanctions at the institutional and individual levels.

Toward this objective, we are enhancing our export control compliance program on several key fronts, including providing additional resources to better enable our community to comply; user-friendly export procedures; awareness training; and enhanced website guidance. As with all areas of research compliance, we strongly encourage taking advantage of these resources, beginning with reading the attached [Export Control Overview](#) and [Frequently Asked Questions and Answers](#). These documents explain how export controls specifically affect research and other export-defined activities, as well as the University's requirements. Our website also identifies a new set of export control processes and a current list of who to contact for assistance in these matters [link provided].

Most important: do not hesitate to seek guidance on an export control matter. If you become aware of a potential export control problem, report it immediately to one of the designated individuals listed on the contacts page.

On behalf of the University, thank you in advance for taking the time to understand and comply with these obligations.