**Export Control Worksheet for Hiring**

**To aid in Export Compliance review for a potential hire, please read through the below items. If you answer “YES” to any of these questions, you will need to contact the ECO at** **exportcontrols@wichita.edu****, attaching this form with completed responses, prior to moving forward in the hiring process.**

**GENERAL NOTE**: A foreign national hire (i.e., a hire who is not either a U.S. Citizen or a U.S. Permanent Resident/”Green Card”-holder) can only have access to data, information, projects, and research that meets the definition of *Fundamental Research* (definition below), absent approval by the Export Control Office. It is the job of the applicant’s supervisor to ensure that such an applicant only has access to fundamental research until such access has been approved by the ECO.

The definition of “Fundamental Research” as provided in 15 CFR § 734.8, is:

*"...basic and applied [information or] research... where the resulting information is ordinarily published and shared broadly in the research community, as distinguished from proprietary research and from industrial development, design, production, and product utilization, the results of which ordinarily are restricted for proprietary or national security reasons."*

1. **Will this job require digital or physical access to data or information that does not meet the definition of “Fundamental Research” posted above?** If ‘yes’, explain.

Click here to enter text.

1. **Will this job require participation with IDP/NIAR programs or persons?** If ‘yes’, explain.

Click here to enter text.

1. **Will this job involve receiving, generating, or holding external-party proprietary information that remains the property of any non-WSU entity?** If ‘yes’, explain.

Click here to enter text.

1. **Will this job involve handling information, technology, items, or data belonging to the U.S. Government, either directly or through a subcontractor?** If ‘yes’, explain.

Click here to enter text.

1. **Will this job involve any international travel, international shipping, or transmitting technical or work information internationally?** If ‘yes’, explain.

Click here to enter text.

1. **Will this job relate, in *any* way or at *any* point to your knowledge, to military, astrospace, or defense-related research, items, or end-uses?** If ‘yes’, explain.

Click here to enter text.

**If you answered “YES” to any of these questions, you will need to contact the ECO at** **exportcontrols@wichita.edu****, attaching this form with completed responses, prior to moving forward in the hiring process.**

When applicable, work and research undertaken at WSU requires proper handling, using, and safeguarding of information that is subject to U.S. Export Control Regulations by federal law.

Access to federally export-controlled Information is a privilege. Unauthorized access, use for an unpermitted purpose, and or mismanagement of such information risk economic and strategic injury to the information owner and reputational harm and legal complications for Wichita State University and yourself. Researchers may be held personally liable for violations of such terms and regulations. No one wants to be on the wrong side of the law, and this is where the Office of Export Controls & Compliance (“ECO”) comes in. The office is dedicated to helping all areas at WSU flourish in its compliance with these regulations, and can be contacted at exportcontrols@wichita.edu or (316) 978-COMP.