Office of Export Controls **University of Missouri-Columbia**	Standard Operating Procedure ――――――――― Maintenance

SOP Maintenance

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Revised Date: N/A

Approved By: Michele Kennett   *Michele Kennett*
              Associate Vice Chancellor for Research

Table of Contents

1.0   Purpose
To assure knowledge and compliance of all persons involved in any aspect of applicable export and sanctions regulations by documenting the procedures for creating and maintaining the OEC Standard Operating Procedures.

2.0   Scope
The SOPs apply to all MU activities that may result in an export (physical or deemed) or a sanctioned transaction with a foreign national, entity, or country.

3.0   Policy/Procedure
Standard operating procedures have been established to ensure consistency in the treatment and handling of university activities involving foreign persons, entities, or countries. The SOPs reflect applicable regulations, accepted best practices from the academic community, and University of Missouri policies and procedures. SOPs demonstrate MU's commitment to compliance in all activities, ensure the highest quality of review of those activities, and establish documentation of the oversight provided in such reviews.

Review, Revision, and Approval of SOPs
Changes to export control or other applicable federal regulations, MU policies or procedures, or to research administration best practices may require changes to this SOP. Any new guidance or revisions will be disseminated to the University community and available on the OEC website. The OEC and/or the Office of Research will review SOPs and other export compliance policies and procedures a minimum of once every three years to ensure they are up-to-date. All changes to SOPs require review and approval by the Office of Research, Graduate Studies and Economic

Development; documentation of that review and approval will be the signature of the Associate Vice Chancellor for Research.

<u>Policy Dissemination and Training</u>
After new or revised SOPs have been approved, notification will be posted on the OEC website. The approved SOPs will also be added to the "Policies and Procedures" section of the OEC website. Any training on revised SOPs will provided to the affected University community through a combination of web-based and in person training.

<u>Forms, Templates, and Worksheets</u>
To supplement and aid in compliance with the SOPs and the processes outlined therein, various forms, templates, worksheets, etc. have been developed and are available on the OEC website. These materials will be reviewed at the same intervals as the SOPs and will be revised accordingly, if needed.