Export Controls

Export Control Laws are a set of federal regulations that restrict the release of certain items, information and software to foreign nationals in the United States and abroad. Those regulations are the Export Administration Regulations (EAR) and International Traffic in Arms Regulations (ITAR), as well as regulations administered by the Office of Foreign Assets Control (OFAC).

Cornell University is fully committed to compliance with all U.S. Government export control laws and regulations.

Export Compliance is the responsibility of all Cornell University faculty and staff. All personnel retained by or working at, consulting to, or volunteering for the University must comply with the Cornell University Export Compliance and Management Plan while teaching, conducting research or providing service activities at or on behalf of the University.

Penalties for non-compliance with export control laws are severe and impact both the institution and the researcher. If an export control violation is determined by an investigating agency, an individual may be subject to civil and criminal penalties, and Cornell may be subject to, among other penalties, debarment from government contracts.

The Office of Sponsored Programs, under the direction of the Office of the Vice Provost for Research, is responsible for helping the University community understand and comply with export control laws and regulations. For additional information, tools to assist in determining how the regulations apply to your activity, and contact information for assistance with export control concerns, please visit http://www.oria.cornell.edu/export/ or email exportcontrols@cornell.edu.

End-User Responsibilities

1. When receiving a quote, contract or agreement from a supplier with terms and conditions that include an Export Control clause, you must contact the Export Control Manager for review of the clause prior to attaching the contract to an I Want Doc or sending the request to your Business Service Center to process a requisition.

2. Please send an email with the contract attached to exportcontrols@cornell.edu. Please include the vendor name, vendor contact person, email and phone number, name of the department, department contact name, email, phone number, quoted item description and how they are using the item, persons that will have access to the item, or will be using the item. Below is a sample email to send to Export Control at exportcontrols@cornell.edu.

   Please review the contract regarding the terms and conditions for (vendor name/ e-doc number). There is an export section in the company’s terms and conditions that needs review. Included is the quote, terms, name of the lab, department contact, quoted item description and how they are using the item. Please respond with approval so a purchase order can be processed.

3. Once you receive approval, you may submit the I Want Doc to your FTC/BSC and attach the email approval and the quote, contract, or agreement.
Export Control Manager Responsibilities

The Export Control Manager will review the contract for the Export Control clause.

Procurement Services Responsibilities

Once Export Control has given the authorization to proceed, Procurement Services will then review the remaining terms in the agreement.

For Help, Please Contact:
Office of Sponsored Programs
T: 607-255-5337
E: exportcontrols@cornell.edu