Updated: 08/26/2026

IOWA STATE UNIVERSITY EXPORT CONTROL WORKSHEET

This form is required for H-1B and J-1 Paid Employees and certain other visas to determine whether or not a license is required with respect to the technology or technical data to which the prospective employee/visitor will have access. If a license is required, the employee or visitor cannot have access to controlled technology or technical data until the necessary license is obtained. For Visiting Scholars, please use the truncated version of this form.

This form does not apply for activities funded through Ames Lab. Ames Lab has separate policies and procedures for export control compliance and additional Department of Energy requirements for foreign nationals, sensitive subjects, international shipments and foreign travel. Joint projects among faculty and staff conducting work funded through Ames Lab and those who are individually funded through Ames Lab will be governed by Ames Lab policies and procedures.

INSTRUCTIONS:

Please answer the questions in Parts I and II, collect the required signatures in Part III, and upload the completed worksheet into Cystart. ORE will upload the approved worksheet into Cystart after it is reviewed.

Applicants MAY NOT fill out this worksheet. Be sure to answer each question as worksheets with missing information in Part I may be delayed until the information is obtained. Any missing information in Part II or III WILL require a worksheet resubmission.

If you do not understand a question, please contact the Export Control Team at export@iastate.edu.

PART I:

Answer ALL questions below (REQUIRED):

Application Type: ☐ New Application ☐ Extension

Application Status: ☐ Post-Doc ☐ New ISU/Exchange Student ☐ New Employee ☐ Other (please explain)

If Other Application Type, Please Explain:

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Visa Type: ☐H-1B ☐J-1 ☐ OPT

☐ Other/ISU not sponsoring Visa (please explain below)

If Other Visa Type, Please Explain:

Applicant Information

Legal Name:

Country of Citizenship:

Does the Applicant have Dual-Citizenship or Multiple Citizenship?:

☐ Yes ☐ No

If "Yes" Above, Please Explain:

Country of legal Permanent Residence (if different than Citizenship):

Anticipated Start Date:

Anticipated End Date:

Prior Home Institution or Employer outside the US (including City, Country):

Is the Applicant still Enrolled/Employed with the above?:

☐ Yes ☐ No

Have you supplied a copy of the Applicant's most current CV?:

☐ Yes ☐ No

Supervisor Information

Applicant Supervisor Name:

Applicant Supervisor Email:

ISU College and Department/Center:

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Department/Center Administrative Contact Name:

Department/Center Administrative Contact Email:

PART II:

1. Please provide a detailed technical description of the research or work the applicant will be conducting. Include sufficient information to facilitate an export control review and ensure timely processing. *This should encompass specific activities to be undertaken, research topics, laboratory responsibilities, and whether the work involves physical experimentation, data analysis, or both.*

2. Will the applicant have keyed access to any offices or labs?
   ☐ Yes ☐ No

   a. If you answered Yes to question #2, please list the building name & room numbers:

3. Will you be using external funding to pay for applicant? *(i.e. Funding from federal awards or grants, non-ISU scholarships, non-ISU sponsorships, etc.)*
   ☐ Yes ☐ No

   a. Is any project on which the applicant will work or any portion of the applicant's salary funded directly or indirectly through a grant or contract that contains a foreign national restriction? *See "Foreign Person" definition in 15 CFR § 772.1.*
      ☐ Yes ☐ No

b. Is any project on which the applicant will work or any portion of the applicant's salary funded directly or indirectly through a grant or contract that contains a restriction on publication (other than a delay to remove confidential information or protect intellectual property)?

☐ Yes ☐ No

c. If you answered "Yes" to "a" or "b", please describe the source of the funding.

4. Is any project on which the applicant will work or any portion of the applicant's salary funded directly or indirectly by a federal or state government agency?

☐ Yes ☐ No

a. If you answered Yes to question #3, answer the following questions:
   i. What is the name of the project title, as indicated on the project agreement?
   ii. Who is the Sponsor of the project?
   iii. What is the Streamlyne or Worktag number associated with the project?

5. Will the applicant be working with defense or national security technologies or weapons?

☐ Yes ☐ No

6. Will the applicant be working with technologies relating to spacecraft, satellites, or space-qualified systems?

☐ Yes ☐ No

7. Will the applicant be working with encryption software or source code?
   ☐ Yes ☐ No

8. Will the applicant be working with any pathogens or toxins (viruses, rickettsiae, bacteria, toxins or fungi)?
   ☐ Yes ☐ No

   a. If you answered Yes to question #8, answer the following questions:
      i. What is the name of the specific pathogen(s) and/or toxin(s) with which the applicant will be working? *Please note that additional information may be requested to confirm if export control restrictions apply.*

      ii. Will the applicant be developing or producing the pathogen(s) and/or toxin(s)?
      ☐ Yes ☐ No

      iii. If you answered Yes to question ii, answer the following questions:
         1. Is information about the methodology the applicant will use to develop or produce the item publicly available?
            ☐ Yes ☐ No

         2. Does the applicant intend to publish information regarding the methodology used to develop or produce the item?
            ☐ Yes ☐ No

9. Will the applicant receive or have access to information that is necessary to develop or produce any equipment or software other than standard office

equipment (e.g. copier/scanner or COTS computer) and software (e.g. Microsoft Suite)?

☐ Yes ☐ No

If you answered Yes to question #9, answer the following questions:

a. What is the name of the equipment or software for which the applicant will have such information?

b. Is the information free of charge or available at cost and publicly available without signing a nondisclosure agreement?

☐ Yes ☐ No

c. Does the applicant intend to publish the information?

☐ Yes ☐ No

10. Will the applicant receive or have access to information that is necessary to perform ALL of the following on any equipment or software other than standard office equipment (e.g. copier/scanner or COTS computer) and software: operate, install, maintain, repair, overhaul and refurbish?

☐ Yes ☐ No

If you answered Yes to question #10, answer the following questions:

a. What is the name of the equipment or software for which the applicant will have such information?

b. Is the information free of charge or available at cost and publicly available without signing a nondisclosure agreement?

☐ Yes ☐ No

c. Is it anticipated that the applicant will publish the information?

☐ Yes ☐ No

11. Will the applicant be provided access to any Sponsor-provided proprietary or confidential information or ISURF materials/technical information?

☐ Yes ☐ No

If you answered Yes to question #11, answer the following questions:

a. Name and describe the proprietary materials for which the applicant will have such information.

b. Provide the sponsor's name and Streamlyne or Worktag number as applicable.

PART III:

By signing this form, I accept and understand that failure to provide accurate information regarding the applicant may result in violations of Iowa State University policy and/or U.S. federal law.

If any of the circumstances change in the Part II questionnaire, I agree to notify the Office of Research Ethics immediately and submit a new worksheet highlighting said changes.

Applicant Supervisor

Signature Date

Name Title

Department Chair/ Director

Signature Date

Name Title

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ORE Office Use Only:

With respect to the technology or technical data the petitioner will release or otherwise provide access to the beneficiary, the petitioner certifies that it has reviewed the Export Administration Regulations (EAR) and the International Traffic in Arms Regulations (ITAR) and has determined that a license is not required from either the U.S. Department of Commerce or the U.S. Department of State to release such technology or technical data to the foreign Person.

Signature Date

Name