

SAO NON-US COLLABORATOR WORKING ON EXPORT CONTROLLED PROJECTS -  
INFORMATION FORM

If your research is export controlled and you wish to work with a non-U.S. person who is not a full time employee, then this is a “deemed export.” If your project is export-controlled or if your equipment that they will be using is export controlled, then we will need to obtain an export license. Please assist by providing the information below. Email to [export@cfa.harvard.edu](mailto:export@cfa.harvard.edu)

SUBMITTED BY:	
PROJECT:	
CONTRACT NO /DESIGNATED CODE:	
SPONSOR:	
TECHNICAL CONTACT NAME AND EMAIL PHONE NO	
Information needed for license	Response
1. Name	
2. Address in US	
3. Address in home country	
4. Nationality	
5. Passport –check date that it is valid	Provide pdf photo of passport as pdf
6. VISA –check date that it is not expired	Provide pdf photo of visa as pdf
7. Project (SOW)	Attach to email
8. Cover Letter	Provide a letter to explain your project, what the person will be working on, what technology they need to have access to in order to perform their job, in what form the technology will be – attach. Limit access to what they need to perform their function.
9. Sample Data Input	
10. Sample Data Output	
11. Job Description	
12. Contact at US Government agency familiar with project (NASA)	
13. Org Chart where collaborator is located in Unit	
14. Technology Control Plan	ECO
15. Completed, reviewed DSP5 or form BIS 748P or OFAC license	ECO
16. If ITAR - Proper Statement in item 20 – of DSP-5 “For Employment in the United States of a foreign national who will ...”	ECO
17. Resume – CV - place of birth	
18. Information about ties to US – relatives, any real estate owned	