



Export Compliance Training

Export compliance training is an important part of the University's export compliance program that ensures all employees understand the export regulations and reinforces internal policies and procedures. Training can help reduce the risk of violations and penalties by raising awareness of the types of items that are controlled, the applicable laws and regulations, and the importance of complying with an organization's export control policy and procedures. Complying with export control regulations and conducting export controls training is critical for university research departments that share information and technology with foreign nationals and work with items on the export control list.

Training is the foundation of a successful export compliance program because it:

- Ensures faculty and staff understand export regulations and penalties associated with violations
- Demonstrates to our partners in the federal government that the university is proactive about export controls
- Helps the university avoid costly penalties and fines for violations

Well-informed employees minimize the likelihood that inadvertent violations of the law will occur. Non-compliance with export control laws can occur in many unexpected settings, such as during casual conversations in person, on the telephone, or via e-mail. The way to prevent these types of violations is through awareness and training.

If you are the Principal Investigator of a research protocol involving export-controlled information, you are responsible for completing a required export control module provided by the [CITI program](#) before beginning work on the project. In addition, the Export Compliance Program can prepare specific training materials and will ensure that employees or students engaged in export-controlled activities receive the appropriate briefing. The office will also maintain records of training or briefings provided.

The export compliance program has also posted a mini-learning module regarding undue foreign influence on their website. This mini-learning module addresses what undue foreign influence is, what it can look like in a university setting, and resources to help if you think you or a colleague may have been targeted. The learning module can be found [here](#), at the bottom of the page, under the accordion tab "Training." Registration is not required to view the content.

If you are working on a project subject to export controls and have not completed training, or if you have general questions regarding export compliance training, please reach out to exportctrl@vcu.edu.