**Technology Control Plan**

**Covered Project Title**

**Covered Person Name**

**Date**

In order to protect Critical Unclassified Information (CUI) or other protected information per the terms of a grant award from being accessed by unregistered users, the following steps will be taken in the following areas:

**Equipment**

Include description of any Marquette or other equipment that will be used.

**Information Technology Security**

Include IT assessment and protections to be put into place.

Marquette’s Process for [52.204-27 Prohibition on a ByteDance Covered Application](https://www.marquette.edu/research-sponsored-programs/documents/tik-tok-guidance-4-18-2024.pdf) will be applied to all computers used to carry out project work.

**Personnel**

Include all personnel who will work on the project and their role.

**Physical Security**

Include specific security measures to be taken.

Reports and slide decks will be kept on a flashdrive secured by the covered individual. No files will be saved directly to their computer.

If working off-campus to prepare reports and slide decks, the covered individual will not connect their computer to the Internet.

When reports and slide decks are being prepared, the computer screen must either be used in a private space or the screen must be positioned so that it is outside of the vision of any other individuals so not to expose pictures and other graphics.

**Publications and Presentations**

Include publication and presentation language from the award document.

**Retention of Documents**

All records pertaining to the manufacture, acquisition and disposition (to include copies of all documentation on exports using exemptions and applications and licenses and their related documentation) of defense articles; of technical data; the provision of defense services; brokering activities; and information on political contributions, fees, or commissions furnished or obtained, as required by federal regulation and any export of export-controlled items shall be retained for a period of five years from date of license expiration, and in accordance with Marquette University’s [Export Control Policy](https://www.marquette.edu/ca/upp/upp-2-02-export-controls.php)and applicable federal regulations as per 22 CFR § 122.5.

Records in an electronic format must be maintained using a process or system capable of reproducing all records on paper. Such records when displayed on a viewer, monitor, or reproduced on paper, must exhibit a high degree of legibility and readability. (For the purpose of this section, “legible” and “legibility” mean the quality of a letter or numeral that enables the observer to identify it positively and quickly to the exclusion of all other letters or numerals. “Readable” and “readability” means the quality of a group of letters or numerals being recognized as complete words or numbers.) This information must be stored in such a manner that none of it may be altered once it is initially recorded without recording all changes, who made them, and when they were made. For processes or systems based on the storage of digital images, the process or system must afford accessibility to all digital images in the records being maintained.

**Training**

Indicate when export control training has taken place and when a refresher course will be needed. Training MUST be completed prior to work on the covered project.

**Travel**

The covered individual will follow Marquette University travel policies as well as Marquette’s Export Control policy, should any international travel be required.

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Katherine Durben Date Covered Person Name Date

Executive Director Data Custodian