



University of
Massachusetts
Lowell

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OFFICE OF THE PROVOST

January 23, 2012

Dear colleague,

I appreciate your continued support of the Export Control Compliance Guidelines. As you know these guidelines have been established to meet federal requirements, and the heightened federal scrutiny of university programs across the nation

To meet requirements of the UMass Lowell's Export Control Compliance program, all faculty in high-risk disciplines (e.g., sciences, engineering, biomedical) must complete annual training that updates faculty applicable laws. In order to facilitate this training, we have recently developed online export control module; www.citiprogram.org.

I would greatly appreciate your completing this training module by **February 22, 2012**. Alternatively, in person training can be scheduled through Elaine Major at x3452.

To carry out the Online training (CITI training):

- Go to www.citiprogram.org and create your own user name and password.
- Affiliate yourself with University of Massachusetts Lowell
- Answer the questions to direct you to the appropriate modules. If you only need the export controls training, answer 'yes' to 'I need to learn about Export Controls Compliance' and this module will be added to your Learner Groups.
- You may log in and out of the CITI training as often as you like to complete the training.
- Please save a copy of your training certification for you records and a copy will also be sent to OIC.

I also wish to remind you that **international travel** must be approved by the Office of Institutional Compliance before travel to be eligible for reimbursement. Please submit completed forms at least one week before travel is scheduled so all institutions to be visited may be vetted and cleared.

Please accept my best regards,

A handwritten signature in black ink, appearing to read 'A. Abdelal'.

Ahmed Abdelal, Provost