



ACCRE VAMPIRE DISCLOSURE (EAR, ITAR and Proprietary Information)



The purpose of this form is to determine whether your research information stored/processed through ACCRE VAMPIRE requires additional security in order to comply with Federal Export Administration Regulations (EAR), International Traffic in Arms Regulations (ITAR), and/or related Vanderbilt University policies and procedures. Please complete this form and submit it to Carie Lee Kennedy at carielee.kennedy@vanderbilt.edu.

1) I, _____, am the Principal Investigator for the following research group and I am familiar with and/or have discussed this disclosure form with researchers and/or personnel who are familiar with the data, information, technology, images, software, etc. contained in the research analyzed and/or stored at ACCRE VAMPIRE. I am also familiar with the Federal regulations that control the use and disclosure of data, information, technology, and software known as the Export Administration Regulations (referred to as "EAR") located at 15 CFR Parts 730-774 and the International Traffic in Arms Regulations (referred to as "ITAR") located at 22 CFR Parts 120-130.

ACCRE Group: _____

- YES**, I am familiar with or have discussed this disclosure form with researchers and/or personnel in the above referenced group who are familiar with the data, information, technology, and the software contained in the research analyzed and/or stored at ACCRE VAMPIRE.
- YES**, I am familiar with EAR and ITAR

If you are not familiar with the EAR and ITAR regulations, please review the information at the following links before proceeding:

Export Control Basics: <http://www.bis.doc.gov/licensing/exportingbasics.htm>
 Deemed Exports: <http://www.bis.doc.gov/deemedexports/deemedexportsfaq.html>
 ITAR and Munitions List: http://www.pmddtc.state.gov/regulations_laws/documents/official_itar/ITAR_Part_121.pdf
 Vanderbilt Export Compliance (VEC): www.vanderbilt.edu/exportcompliance

2) Please indicate whether or not your research information analyzed and/or stored at ACCRE VAMPIRE contains any data, information, technology, images, or software controlled under EAR/ITAR or is considered proprietary. (*Where proprietary is defined as "data which embody trade secrets developed at private expense, where such data 1) is not generally known or available from other sources without obligation concerning their confidentiality; 2) has not been made available by the owner to others without obligations concerning their confidentiality; and 3) is not already available to the Government without obligation concerning their confidentiality."*)

- NO**, the research information in the above referenced group analyzed and/or stored at ACCRE VAMPIRE does not contain any data, information, technology, images, or software that is controlled under either EAR/ITAR, nor is it considered proprietary. In addition, the citizenship/visa status of ACCRE employees is not relevant so any ACCRE staff member may have access to the files of any users and/or data contained in my group. Note: Should the information/data stored on ACCRE VAMPIRE become export controlled or proprietary, you must fill out a new disclosure form and submit it immediately.
- YES**, the research in the above referenced group which is analyzed and/or stored at ACCRE VAMPIRE contains data, information, technology, images, software, etc. that are controlled under either EAR or ITAR or it is considered proprietary. Please select the appropriate reasons for restriction(s) and provide the additional required details:

- EAR: ECCN #** _____
- Proprietary Data**
- ITAR: Category** _____
- Sponsored** or **Non-Sponsored Research**

Who is the sponsor? _____



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- 3) Important information regarding your ACCRE VAMPIRE access:
- a. Notify Vanderbilt Export Compliance (VEC) if/when a group's research contains export controlled data.
 - b. Groups with export controlled data must verify citizenship(s)/visa status of all members of their group and confirm that their technology is approved for export to the countries of its members. [ListVUe](#) is available to assist in determining whether a license is required for export or deemed export of your controlled data to a particular country. Records regarding the export of data should be kept for five years from the last active date of the group.
 - c. Groups with export controlled data or proprietary data may not include any EAR/ITAR/proprietary restricted information in either the name of submission scripts or within the submission scripts used on ACCRE VAMPIRE.
 - d. Notify the Office of Technology Transfer and Enterprise Development (OTTED) if/when their group's research contains proprietary data/information.
 - e. Groups with proprietary data/information must establish a process to ensure that such information is managed in accordance with the terms and conditions of any existing Proprietary Information Agreement or other contract.
 - f. Use of [Request Tracker \(RT\) helpdesk](#): The following statement is predominantly displayed on the RT helpdesk and on the New Account Request form – "No confidential, export controlled, or proprietary information is allowed in any ACCRE Request Tracker help tickets."
 - g. Use of Passwords: The following statement is prominently displayed on the new account request form "When your new ACCRE VAMPIRE account is opened, you will be emailed a temporary password. You are required to change your password immediately to a unique password which you maintain for your confidential use."
 - h. Software used on ACCRE VAMPIRE: Users only have access to publicly available source code and to source code in their individual and group directories or to non-export controlled restricted commercial software. No EAR, ITAR, or proprietary restricted software may be used on VAMPIRE without advance notice and written approval by ACCRE, VEC, and the Vice Provost for Research.
 - i. VAMPIRE may be used for Vanderbilt University courses. The professor of any course using VAMPIRE must provide a copy of the class roster via email. When VAMPIRE is used for class, the class website must include the following statement: "Material not directly related to this course may not be analyzed and/or stored at ACCRE."
 - j. Notify ACCRE when users are no longer members of the group. Once a user's account is closed, all files become the property of the PI of that group.

The Principal Investigator for each VAMPIRE group must complete a new ACCRE VAMPIRE Disclosure form annually. ACCRE will contact you with the request for a new disclosure. Failure to return a disclosure could result in the closure of the VAMPIRE account.

Reporting Violations: If you believe that an export control violation has or is about to occur, report your concern to ACCRE and VEC immediately; having knowledge of such information, but not reporting it can result in disciplinary and/or legal actions by the University and/or by Federal agencies.

I agree to abide by all instructions and procedures required by the Vanderbilt University, Vanderbilt Export Compliance, Division of Sponsored Research, Grants and Contract Management, and/or ACCRE; this includes Federal, State and local laws and regulations.

Signature: _____

Date: _____

Print Name: _____

If you are uncertain whether your research, which will be or is currently analyzed and/or stored at ACCRE, contains information controlled by EAR or ITAR, please contact Marcia Williams at 615-343-6075 or marcia.e.williams@vanderbilt.edu. If you have any questions regarding this form, please contact Carie Lee Kennedy 615-322-7256 or carielee.kennedy@vanderbilt.edu.

Note: **EAR, ITAR or proprietary information, items, technology, images, software, etc. that is stored anywhere at Vanderbilt must be properly safeguarded; this is true whether your research is sponsored or non-sponsored.** Please contact the Division of Sponsored Research at Vanderbilt if you have any questions relating to Vanderbilt policies and procedures or with Federal laws and regulations to ensure compliance. (615) 322-2631