**MEMORANDUM**

**To:** Randolph W. Hall, Vice President of Research

**From:** [Insert Name]

**Date:** [Insert Date]

**Re:** Exception to Policy:[Insert Publication Restriction and/or Foreign National Restriction]

**Award Information:** [Insert all items below]

PI(s):

Sponsor:     
Contract:

Project Title:

Period of Performance:  
Award Value: 

**Exceptional Clause(s):**

[Insert Clause(s)]

**Summary of the Work:**

**Location of the Work:** [Identify where the work will be performed and reference a Technology Control Plan (TCP), if applicable]

**Rationale for why the research should take place at USC:**

[Insert rationale for accepting the Clause and why research is critical to the University mission (e.g., the nature of the research, current phase of research and intentions for subsequent phases; USC’s reputational risk relative to the potential benefit of the research; societal impact of successful research outcome; magnitude of risks to students participating in research, etc.)]

**Identify the steps that will be taken to ensure that USC will comply with applicable personnel and/or publication restrictions:**

[Insert the compliance plan for current and future personnel]

**Will there be students participating in the project (as identified in the SOW, Budget, and Budget Justification and confirmed by the PI): Yes or No**

[If yes, identify the steps to ensure that students participating in the project will retain their rights to openly publish their own work.]

**Provide an assurance that all project personnel (including faculty, staff, and students) have or will agree in writing to the conditions of the award, and identify the plan for documenting and maintaining such assurances for current/future project personnel. If written assurances have been obtained, please include them with this application.**

**PLEASE ATTACH COPY OF PROPOSAL**