Please allow minimum of 30 days for review for all locations other than ICT or ISI. Proposals originating at ISI or ICT are expedited but should be requested at least one week in advance of the deadline. Direct questions on technology control plans to Emily Pender, Assistant Director of Export Control Compliance in the Office of Culture, Ethics and Compliance: [epender@usc.edu](mailto:epender@usc.edu)

**MEMORANDUM**

**To:** Ishwar Puri, Senior Vice President for Research and Innovation

**From:** [Insert Name]

**Date:** [Insert Date]

**Re:** Exception to Policy for Proposal:[Insert Publication Restriction, Foreign National Restriction, and/or Data Security Requirements]

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

PI(s):

Sponsor:     
Solicitation Number:

Cayuse Project Number:

Project Title:

Period of Performance:  
Proposed Total Costs: 

**Exceptional Clause(s) (as identified in the solicitation):**

[Insert Clause(s)]

**Summary of the Work:**

**Location of the Work:** [Identify where the proposed 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 clauses identified in the solicitation 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 proposed steps to ensure that students participating in the project would 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 anticipated conditions of the award, as identified in the solicitation, 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**