



## ACCESS REQUEST FORM - SENSITIVE UNCLASSIFIED INFORMATION (SUI)

### Instructions

Principal Investigators (PI) or Activity Directors who wish to share Sensitive Unclassified Information (SUI) with University employees, students or outside parties must complete this form for each individual/entity who will have access to SUI. Access is not authorized until the form is complete and authorization approved.

The PI or Activity Director must verify citizenship, review restricted party lists and seek license approval from the Office of Sponsored Programs (OSP), if necessary. Once access has been approved, the candidate can access SUI.

For more information on how to complete this form, please consult the UW TCP.

### Part I - Type of SUI and Candidate Name/Information

I, \_\_\_\_\_, the Principal Investigator or Activity Sponsor for project titled \_\_\_\_\_, and/or eGC1 \_\_\_\_\_ have determined that \_\_\_\_\_ requires access to SUI related to this project. Controlled information/material to be accessed:

Non export-controlled SUI

Export-controlled SUI; classified as: \_\_\_\_\_

Party receiving SUI is a:    UW Employee    UW Student    Outside Party Entity/Individual

### Part II - Citizenship of Candidate

US Citizen OR Lawful Permanent Resident OR Protected individual (8 U.S.C. 1324b(a)(3)).

Citizen of: \_\_\_\_\_

Status Verification:

Verified by: \_\_\_\_\_ Signature: \_\_\_\_\_

### Part III - Restricted Party Screening

See TCP §2.2.3 of for RPS login information and screening instructions.

Results: \_\_\_\_\_

Verified by: \_\_\_\_\_ Signature: \_\_\_\_\_

### Authorization

Completed by OSP *if* SUI is ITAR controlled, or an export license exception or export license is required.  
Completed by PI or Activity Director if NLR, license exception does not apply, and SUI is not ITAR controlled.

No License Required (NLR) (PI may authorize access unless SUI is ITAR controlled)

License Exception Required (do not authorize access – send form to exports@uw.edu)

SUI Access granted by cognizant agency/owner (see UW TCP for information about cognizant agency permission)

Export License Required (do not authorize access – send form to exports@uw.edu)

Verified by: \_\_\_\_\_ Signature \_\_\_\_\_