**Export Control flowchart – summary of steps**

The steps below summarise the steps in the flowchart

This is a flowchart to help you assess whether Export Controls apply to your work. For more detailed information, or if you are in doubt about whether Export Controls apply, please go to the UoL [Export Controls](https://ris.leeds.ac.uk/guidance-on-trusted-research/guidance-on-export-controls/) website, or contact trustedresearch@leeds.ac.uk for advice.

1. Decision 1: “Am I exporting as part of my research or teaching activities?

-Consider any participants abroad including funders and collaborators

-Transfer or disclosure of tangible or intangible materials or information by any means to recipients located outside of the UK?”

1. Response to decision 1
	1. If No, proceed to Decision 2
	2. If Yes, proceed to Decision 3
2. Decision 2: “Do I know or suspect that any participants (including staff or students) intend to use materials or information for WMD purposes? Or are the items subject to US export controls?
3. Response to decision 2
	1. If No proceed to Answer 1
	2. If Yes proceed to Answer 2
4. Decision 3: “Are any goods, technology, software or information (“items”) to be exported on the [consolidated list of strategic military and dual-use items that require export authorisations](https://www.gov.uk/government/publications/uk-strategic-export-control-lists-the-consolidated-list-of-strategic-military-and-dual-use-items-that-require-export-authorisation)? Use the [ECO Goods Checker](https://www.ecochecker.trade.gov.uk/spirefox5live/fox/spire/OGEL_GOODS_CHECKER_LANDING_PAGE/new) to confirm. Do any [sanctions](https://www.gov.uk/government/publications/the-uk-sanctions-list) or [embargoes](https://www.gov.uk/guidance/current-arms-embargoes-and-other-restrictions) apply?”
5. Response to decision 3
	1. If No proceed to Decision 4
	2. If Yes proceed to Answer 2
6. Decision 4: “Are there any concerns that any items may be used in WMD development, military applications, or human rights violations? Am I using any US-controlled goods, software or technology?”
7. Response to decision 4
	1. If No proceed to Answer 1
	2. If Yes proceed to Answer 2
8. Answers
	1. Answer 1: “Export Controls do not apply. Proceed in accordance with applicable laws, UoL policies and funding terms. If your project or participants change, repeat the steps in this flowchart.”
	2. Answer 2: “Export Controls and/or other restrictions apply. Please follow the guidance on the UoL website on Export Controls and contact the Trusted Research Environment Manager at trustedresearch@leeds.ac.uk to submit and enquiry and to get support applying for an export licence”

UoL [Export Controls](https://ris.leeds.ac.uk/guidance-on-export-controls/) page