FEDERAL IMPORT/EXPORT COMPLIANCE CHECKLIST FOR HIRING

1. ❑ Yes ❑ No Will this job involve the release of technical data of any kind?

2. ❑ Yes ❑ No Will this job involve the purchase of biohazard/hazardous materials?

3. ❑ Yes ❑ No Will this job involve using or having access to government proprietary information (including any type of military information).

4. ❑ Yes ❑ No Will this job involve working with a foreign company?

5. ❑ Yes ❑ No Will this job require international travel?

6. ❑ Yes ❑ No Does this position involve shipping/receiving data or items from outside the US?

7. ❑ Yes ❑ No Does this position involve Non-US Citizens?

If the answer to **ANY** of the questions above is **YES**, you should contact the Office of Research Compliance before entering being the hiring process. This team can verify what components of compliance might apply to your position and help you avoid costly violations.

Research Compliance Office
compliance@wichita.edu
978-2667
Campus Box 115
Devin Hall 2nd Floor