Easy Guide for TCP/CESR Onboarding

Proposal Stage:

If a project is identified as export controlled or possibly export controlled at the proposal stage the following steps will be taken:

1. Documents identifying status or possible status will be uploaded in the USCeRA proposal under the export control document heading;
2. A note will be added indicating that the effort has been identified as export controlled or possibly export controlled and that an export control review and executed TCP (if needed) will be required before an account or risk account can be set up;
3. As soon as CEC is notified that the proposal will be funded an email should be sent to Brandi with a notation that a project is about to be funded that has been identified as export controlled or possibly export controlled. Include the proposal number so that that uploaded docs can be reviewed.

If a project is not identified as export controlled or possibly export controlled at the proposal stage the following steps will be taken:

1. Proposal processed as normal;
2. Award document is sent to SAM for review and concurrence/negotiation;
3. If project is identified as definitively or possibly export controlled during agreement review and negotiation process the agreement as well as the USCeRA proposal number is forwarded to Brandi by the SAM Administrator for review.

Newly Awarded Project

* The need for a Technology Control Plan (TCP) is triggered by Brandi Boniface based on the review and approval of the sponsor guidelines.
* Brandi Boniface completes the [TCP Intake Form](https://app.smartsheet.com/b/form/44a32eb77da0416c8f0091799595a8c9), which is received by the CEC RED Team (Shannon Ellis and Rebecca Wessinger) and CEC ITS Team (Ronni Wilkinson and Himanshu Naik)
* RED Team will initiate a draft of the TCP based on the stipulations that were submitted via the TCP Intake Form.
* A draft is sent to the PI and ITS Team. The PI will complete the remaining fields and return to the RED Team for review. That draft is then sent to Brandi Boniface for final approval. If changes are requested, RED Team will send the TCP back to the PI for those changes and return it to Brandi Boniface for approval. This automation will also trigger ITS to contact the PI and project team to discuss equipment needs and security measures. Upon draft completion, PI (and all Co-PIs) will provide an initial user list to the RED Team to expedite the signing of the final TCP via DocuSign.
* Upon final approval from Brandi Boniface, the TCP will be set up in DocuSign to automate signature workflow. The PI; Department Chair; Vice Dean and Senior Vice Dean of Research and Graduate Programs; and Regulated Research Engineer signatures are needed to facilitate account set-up.
* All other users on the project (faculty, staff, students, etc.) must to sign the TCP prior to final approval by Brandi Boniface. Users are requested and tracked via the [CESR Access Request](https://app.smartsheet.com/b/form/87d3ecd35c834689877352e3f5db8221) form.
* Once a user is submitted to the [CESR Access Request](https://app.smartsheet.com/b/form/87d3ecd35c834689877352e3f5db8221) form, the user will receive the required training information via Smartsheet Automation. The RED Team will send in the user’s background check request to [background@sc.edu](mailto:background@sc.edu) for completion. User MUST complete the HireRight form to start the background check process.
* Once the user completes the required training modules, submits their completion certificates, and is cleared by the Background Check Office, RED Team will submit a ServiceNow ticket for the user’s onboarding and will send an email to ITS Team, CESR HR email ([cesrhr@mailbox.sc.edu](mailto:cesrhr@mailbox.sc.edu)), PI and user.
* User meets with Himanshu Naik to receive equipment and related security instruction for measures and equipment discussed during the initial approval of the TCP. CEC ITS Team enters the user in the ServiceNow Secure Personnel Database, CESR listserv and the biweekly CESR FAQ meeting.
* If GCC High needs are required, Azure GCC High account and Duo Alias are created. Teams channel or Liquid Files system access granted, if needed.
* CEC IT staff is assigned to build laptop and install needed applications. User is contacted for account and laptop onboarding, configuration of Outlook and training is reviewed with user.
* After technical onboarding has been completed, the onboarding process is completed until the user needs to be off boarded by request from the PI.

Add new user to existing TCP

* Any new user will need to sign off on the TCP prior to approval and are captured by the [CESR Access Request](https://app.smartsheet.com/b/form/87d3ecd35c834689877352e3f5db8221) form.
* Once a user is submitted to the [CESR Access Request](https://app.smartsheet.com/b/form/87d3ecd35c834689877352e3f5db8221) form, the user will receive training information via Smartsheet Automation. The RED Team will send in the user’s background check request to [background@sc.edu](mailto:background@sc.edu).
* Once the user completes their training modules and submits their completion certificates, RED Team will submit a ServiceNow ticket for the user’s onboarding and will send an email to ITS Team, CESR HR email ([cesrhr@mailbox.sc.edu](mailto:cesrhr@mailbox.sc.edu)), PI and user.
* User meets with Himanshu Naik to receive equipment and related security instruction for measures and equipment discussed during the initial approval of the TCP. CEC ITS Team enters the user in the ServiceNow Secure Personnel Database, CESR listserv and the biweekly CESR FAQ meeting.
* If GCC High needs are required, Azure GCC High account and Duo Alias are created. Teams channel or Liquid Files system access granted, if needed.
* CEC IT staff is assigned to build laptop and install needed applications. User is contacted for account and laptop onboarding, configuration of Outlook and training is reviewed with user.
* After technical onboarding has been completed, the onboarding process is completed until the user needs to be off boarded by request from the PI. CEC IT sends invoices for all cost accrued for onboarding to Kay Dorrell for processing on the proper project.