**MATERIAL TRANSFER AGREEMENT (MTA) REQUEST FORM**

**FOR INTERNAL USE ONLY**

To be completed and submitted electronically to your contract specialist with any MTAs or other documents **attached**. For any questions, please contact the Office of the Vice President for Research at the contact information provided above.

**Please indicate if you are sending or receiving the Material**

Sending from Temple:

Receiving at Temple:

**Please the type of Material**

Animal:

Biological:

Chemical:

Other: Please describe:

**Material Description** (Detailed description of material(s) being transferred, including name, formula, strain/quantity/gender, etc. If multiple items, please list all materials requested)

1. Enter Material #1 Here

**Material Use** (Describe how the Materials will be used in your research):

**Temple Principal Investigator**

Name:

Email:

Telephone Number:

**Outside Organization (Provider or Recipient)**:

Institution/Company:

Principal Investigator:

MTA/Administrative Contact Person:

Contact Email:

Contact Telephone Number:

**For Incoming Material (skip if sending Material):**

1. Is Material available commercially? YES  NO
2. Do you anticipate any IP or Publications? YES  NO
3. Are you purchasing Material? YES  NO

**For Outgoing Material (skip if receiving Material):**

1. Was the Material obtained from an external source (e.g. purchased, via MTA)?\* YES  NO 
   1. If Yes, please provide the creator/generator/provider of the material

1. Are there any restrictions related to the Material (license agreement, sponsored research)? YES  NO 
   1. If Yes, please describe (e.g. restrictions from funding sources or providers of the material, distribution restrictions)

1. Does the Material incorporate or is it a modification of another party’s material? YES  NO 
   1. If Yes, please indicate the third party materials used and name of the provider institution

1. Is there a specific period of time related to Recipient’s use of Material? YES  NO 
   1. If Yes, please indicate length of time

1. Should the material be limited to non-commercial use only? YES  NO
2. Are you charging for the Material and/or seeking reimbursement for related expenses? YES  NO
3. If Yes, please provide the amount

**The Following Questions Apply to Incoming and Outgoing Materials:**

1. Is the Material described in or related to an Invention disclosed to Temple? YES  NO 
   1. If Yes, please provide your Invention Case Number

1. Do you intend to collaborate with Provider/Recipient Scientist? YES  NO 
   1. If Yes, please describe the nature of the collaboration and if joint publication is anticipated

1. Are you providing or receiving confidential or unpublished information with the material? YES  NO
2. Will Material be used for a commercial purposes? YES  NO
3. Please indicate the funding source(s) for your research with the Material:
4. Does the Material(s) require a registration and approval from the Institutional Biosafety Committee (IBC)? (Refer to the [IBC website](https://research.temple.edu/compliance/institutional-biosafety-committee) for more information about materials that require an IBC registration and approval)
   1. YES. The Material(s) is covered by an existing IBC registration and approval. Please list applicable IBC protocol number(s):
   2. NO. The Material(s) does not require an IBC registration and approval
   3. YES. But the Material(s) is not covered by an existing IBC registration and approval. Contact the IBC Office (ibc@temple.edu) for guidance.
   4. I am uncertain if the Material(s) needs an IBC registration and approval. Contact the IBC Office (ibc@temple.edu) for guidance.
5. Is the Material genetic, biohazardous, radioactive or a select agent/toxin? YES  NO
6. Is the Material of human origin (blood, serum, plasma, urine, stool, tissue, etc)? YES  NO 
   1. If Yes, please include your IRB protocol no:
   2. Indicate pending/approved:
7. If human material, does it include fetal or embryonic stem cells or material? YES  NO
8. Are animals being transferred or received? YES  NO 
   1. If Yes, please include your IACUC protocol no:
   2. Indicate pending/approved:
9. Will the Material involve an entity outside of the U.S.? \*\* YES  NO 
   1. If Yes, please describe the role of the foreign organization if beyond the provider or recipient of the Material

1. Are there any special instructions you would like to include in the MTA
   1. If Yes, please describe (e.g. publication acknowledgement):

**IMPORTANT:** It is the responsibility of the PI to ensure that all regulatory approvals required for the receipt, use, distribution and shipping of Material be obtained PRIOR to receiving or sending Material. This may require amending existing regulatory protocols or submission of new protocols to cover the use of the Material. Also, please follow the University’s procedure for Receipt of Hazardous Materials.

**\*If the material you are sending is from an outside source, it is critical that you inform our office of this source and any related agreements. Related agreements may have certain provisions that restrict sharing or the need to flow-down terms to the proposed Receiving party. Examples may include a restriction that does not permit sharing with certain third parties (e.g. for-profits), a requirement to obtain prior written consent from the original provider prior to sharing, or required acknowledgement of the Provider in any publications resulting from the use of the Material, etc.**

\*\*PLEASE NOTE: All requests for material transfers that involve a foreign entity may need to be reviewed by the Export Control Office, which may result in additional time to complete the process.