

INCOMING MATERIAL TRANSFER ROUTE SHEET (Effective 1/21/11)
Texas Tech University Health Sciences Center - Office of Sponsored Programs

A Material Transfer Agreement (MTA) is a legal document that usually requires considerable negotiations to reach a point where both parties can sign. The length of time depends not only on other agreements/responsibilities in process and our efficiency but also on the provider's willingness to negotiate. TTUHSC cannot enter into a contract that violates state and federal laws. Similarly, we are bound by the policies of many funding agencies. The information requested below will help us negotiate as effective and efficiently as possible.

PI (must be faculty) Name: _____ Alternate Dept Contact: _____
Department _____ School _____ Campus _____

Provider/Company Name: _____
Physical address _____

Provider/company Individual who can be contacted for negotiations:
Name _____ Email address _____

Name of material(s) (if not stated in MTA or the associated attachments) that you wish to receive:

Nature of the material being requested/involved (*please check all that pertain*):

<input type="checkbox"/> Biohazardous or infectious	<input type="checkbox"/> To be used in humans	<input type="checkbox"/> Radioactive Sublicense
IBC# _____ IBC last approval	IRB# _____ IRB last	under name _____
date _____	approval date _____	<input type="checkbox"/> Subject to export controls
<input type="checkbox"/> Recombinant DNA	<input type="checkbox"/> To be used in vertebrate animals	<input type="checkbox"/> Oncomouse technology
RDBC# _____ RDBC last	IACUC# _____ IACUC last	<input type="checkbox"/> Cre-Lox technology
approval date _____	approval date _____	<input type="checkbox"/> Select agent (Patriot Act)

Is the Provider the sole source of the material? ☐ No ☐ Yes

In 1-2 sentences, state what you plan to do with the material: _____

Will the material be used in conjunction with other materials that have an existing invention disclosure, patent or patent application? ☐ No ☐ Yes

Does the research involving the material involve a third party collaborator (at another institution)?

☐ No or ☐ Yes Party Name _____
Party physical address _____
Email address _____

Will the research result in a modification or alteration of the material? ☐ No ☐ Yes

Estimate how long you will be using the material _____

Do you have an interest in developing intellectual property (inventions, copyright, software) during use of the material? (Yes, Maybe **or** No) _____ (TTU System office may be involved.)

Is it now or will the research that involves this material be funded? ☐ No or ☐ Yes--Funding Agency(ies):

Do you plan to publish the results from research using this material? ☐ Yes ☐ No Often the Provider asks that several months (1 month typical) be allowed for prior review of a proposed publication before submission for publication. Is there a time limit that you would not accept? ☐ No or ☐ Yes, How long? _____

Will you accept very restrictive language in the MTA that could prevent you from ever publishing the studies that use this material? ☐ No ☐ Yes

Some MTAs ask for intellectual property rights on the studies that you are proposing as well as all future studies that are a result of these immediate studies for which you are requesting the material. Are you willing to accept such restrictive language? ☐ No ☐ Yes, Elaborate? _____

Requesting PI/Faculty Signature (Date) _____

Approved: Department Chair Signature (Date) _____