Office of Research & Contract Analysis

**The University of Arizona**

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Material Transfer Agreement Review Form

Here are questions that when answered will provide all of the information that we need in order to process your Material Transfer Agreement efficiently. Please answer these questions and return the information to us. We would prefer to have it in electronic form as an attachment to email, but any readable format, media and delivery method is acceptable.

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| Principal Investigator: | Voice Phone: |
| Email: | Fax Phone: |
| Campus Address: | Department: |

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| Department Contact (if different from PI): | |
| Email: | Voice Phone: |
| Campus Address: | Fax Phone: |
|  | |
| Provider of the Material: | |
| Provider Contact Email Address: | |
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| Description of Materials: | |
| Provide a description of how the materials will be used (please be as specific as possible and attach additional pages if necessary. The more information our office has, the more effective the negotiations will be): | |

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| How long will you use the materials (i.e. 2 years): |
| Source of funds to support this work. If the source is an existing FRS account, please provide the account number. (Note: We ask for this information in order to review the terms and conditions of the funding source to make sure they are not contradictory with the terms and conditions of the MTA. The FRS number you provide will be used for informational purposes only and no charges will be posted to this account from our office).  Name of Sponsor      FRS# |

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| Include a list of personnel who will be working on this project: |
| Will students be using the material(s)?  Yes  No |
| If so, will this work be part of a thesis or dissertation?  Yes  No |
| If any of these personnel or students are foreign (and do not have green cards), please note their country of origin: |

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| Do you intend to publish your findings?  Yes  No |
| If so, are you willing to provide an advance copy of the paper to the sponsor for review and comment **thirty (30)** days before a proposed publication?  Yes  No |

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| Will these materials be used in conjunction, inserted, or combined with any other materials received from a third party?  Yes  No. |
| If so, identify the materials, provider(s), how the material was obtained (i.e. material transfer agreement, License, purchase etc.) and please provide a copy of any such documents? |
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| Is the material available commercially or through any other source such as a research reagent bank or depository (ATCC, Hybridoma Bank etc.)?  Yes  No |
| If available commercially, what would the amount of material you are requesting cost? |

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| Are these materials export controlled?  Yes  No  *Contact the Export Compliance Officer or your departmental export compliance administrator if you need clarification. More information can be found at the following address:* [*http://www.vpr.arizona.edu/export-control*](http://www.vpr.arizona.edu/export-control) |
| Could these materials or research activities be used for or related to the proliferation of nuclear, chemical or biological weapons?  Yes  No |

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| Is this project in conformance with the University of Arizona Conflict of Interest Policy (for more information please see <http://www.vpr.arizona.edu/conflict-of-interest>)?  Yes  No |
| If a real or apparent conflict of interest exists, has a Conflict of Interest Disclosure Form been submitted to the Office of the Vice President for Research?  Yes  No |

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| Will this project be conducted in accordance with federal and state laws, research sponsor contractual terms and conditions, terms of the Provider’s Material Transfer Agreement and University policies?  Yes  No |

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| Do you have the material in your possession?  Yes  No |

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| **Check All that apply:**  The materials are known to be toxic.  The materials will be provided for the purpose of product testing and evaluation (i.e. testing an expression system) for the providing organization.  The materials are a tool, kit, or instrument that will be used in the conduct of research.  The materials are a reagent.  Progeny, unmodified derivatives, or descendents (such as virus from virus, cell from cell etc.) copies will be made from the materials.  The materials will be modified or will be used to produce modified derivatives.  There are human subjects involved in this research  This research may be controlled by Export Administration Regulations or International Traffic in Arms Regulations.  Other. please explain: |
| Are the materials relevant to any previous, pending or future disclosures of intellectual property to the Office of Technology Transfer (OTT)?  Yes  No  If yes, list all that apply: |
| Has any confidentiality or nondisclosure agreement from the provider been signed in connection with the materials?  Yes  No |
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| Would you like your agreement sent via Federal Express?  Yes  No | |
| If so, please provide a billable FRS account number: | |

Feel free to add any additional information that you believe to be pertinent. Please return the information to this office via email or to the address listed above.