**Office of Sponsored Project Administration (OSPA)**

**Contracts and Industry Agreements (CIA)**

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| --- |
| **Material Transfer Agreement (MTA)** **Request Form** |

Please provide the following information for the preparation and negotiation of the requested MTA and be as specific as possible. Once completed, please submit this form and related documents to VPR-OCIA@utsa.edu or the contract negotiator you are working with.

1. **Material request involves disposition of research materials that UTSA is:**

UTSA Providing [ ]  UTSA Receiving [ ]

1. **Point of Contact Information:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **UTSA Principal Investigator (PI)** | **UTSA Administrative Contact Information** | **Other Party’s Principal Investigator (PI)** | **Other Party’s Administrative Contact Information** |
| Institution/ Entity: | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Contact Name: | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Title: | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Department/ College: | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Phone: | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Fax: | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

1. **Type of Material (check all that apply):**

[ ]  Biological (antibodies, cell lines)

[ ]  Compound/chemical

[ ]  Plasmid

[ ]  Human Specimen

[ ]  Animal

[ ]  Other:Click or tap here to enter text.

1. **Desbribe the Material that will transferred in layman’s terms (exact name and any other relevant identifier):**

Click or tap here to enter text.

1. **Does the Material incorporate green fluorescent protein (GFP) or Test System Technology?**

Yes [ ]  No [ ]

If YES, please specify provider/source and confirm if you have an MTA or license in place for

those materials : Click or tap here to enter text.

1. **Is there an alternate source of the Material?**

Yes [ ]  No [ ]  Unsure [ ]

If YES, please specify: Click or tap here to enter text.

1. **Has the Material been described in a publication?**

Yes [ ]  No [ ]  If YES, please provide full citation: Click or tap here to enter text.

1. **Describe the purpose and intended use of the transfer (research plan):**

Click or tap here to enter text.

1. **Does the research involve a joint research plan and/or collaboration with a scientist in another organization?**

Yes [ ]  No [ ]  If YES, please list the name of the other organization(s) involved: Click or tap here to enter text.

1. **Is the Material solely owned by the Providing party?**

Yes [ ]  No [ ]  If NO, please describe in detail:Click or tap here to enter text.

1. **Will the Material be commingled with materials received from 3rd parties?**

Yes [ ]  No [ ]  Unsure [ ]

If YES, please list the material(s) and provider(s): Click or tap here to enter text.

1. **If UTSA is the Receiving Party, please specify as appropriate:**
2. Material is a select aget or toxin as identified by CDC or APHIS: Yes [ ]  No [ ]

If YES, do you have appropriate license and facilities? Yes [ ]  No [ ]

 See [www.cdc.gov/od/sap/docs/salist.pdf](http://www.cdc.gov/od/sap/docs/salist.pdf) for a list of select agents and toxins.

1. Material requires Institutional Animal Care and Use Committee (IACUC) approval:

Yes [ ]  No [ ]

If YES, provide IACUC approval number or exception letter: Click or tap here to enter text.

1. Material requires Institutional Review Board (IRB) Committee approval required:

Yes [ ]  No [ ]

If YES, provide IRB approval or exception letter: Click or tap here to enter text.

1. Material requires bio-safety or other approvals for use:

Yes [ ]  No [ ]

If YES, describe applicable bio-safety requirements: Click or tap here to enter text.

1. **If the Material to be received by UTSA is an Animal, please specify as appropriate:**
2. Will you be breeding the incoming animals for this research project?

 Yes [ ]  No [ ]  NA [ ]

1. Breeding for identical progeny? Yes [ ]  No [ ]
2. Breeding for cross-bred progeny? Yes [ ]  No [ ]
3. Identify the source of of other animals(s) being cross-bred: Click or tap here to enter text.
4. Identify the strain(s) to be cross-bred: Click or tap here to enter text.

1. **Is the Material or proposed research under any applicable obligations from another party or agreement?**

Yes [ ]  No [ ]  Unsure [ ]

If YES, please describe in detail and provide any relevant information and documents:Click or tap here to enter text.

1. **Please identify the current or anticipated funding source(s) for the research project that requires the use of the Material:**

[ ]  Federal GrantSpecify: Click or tap here to enter text.

[ ]  Non-profit Grant Specify: Click or tap here to enter text.

[ ]  Industry Sponsored Research Agreement Specify: Click or tap here to enter text.

[ ]  Department/College Funds Specify: Click or tap here to enter text.

[ ]  Other Specify: Click or tap here to enter text.

1. **What is the likelihood of an invention resulting from the use of this Material?**

Highly Possible [ ]  Somewhat Possible [ ]  Not Expected [ ]

1. **Please indicate if the Material to be provided by UTSA is subject to an invention or patent that was coordinated with UTSA’s Office of Commercialization and Innovation.**
2. Invention Disclosure: Yes [ ]  No [ ]  Unsure [ ]

If YES, provide file #:Click or tap here to enter text.

1. Patent/Patent Pending:Yes [ ]  No [ ]  Unsure [ ]

If YES, provide file #:Click or tap here to enter text.

1. **Will the Material (and progeny and unmodified derivatives) be returned or destroyed after completing the research? Indicate your preference below.**

If UTSA is Providing: Returned [ ]  Destroyed [ ]

If UTSA is Receiving: Returned [ ]  Destroyed [ ]

1. **Is there a cost or fee associated with obtaining or using the Material?**

Yes [ ]  No [ ]

If YES, state amount of cost or fee and which party will be responsible for payment: Click or tap here to enter text.

## Anticipated Material Use Period:

1 year [ ]  2 years [ ]  If other, please specify: Click or tap here to enter text.