**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](mailto: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.