

## Inbound Material Transfer Agreement Questionnaire

*This form is to be used when requesting materials using a Material Transfer Agreement (MTA).  
The information you provide will aid in reviewing the agreement.*

### KU RECIPIENT SCIENTIST'S INFORMATION

_____ <b>Recipient Scientist Name</b>	_____ <b>Department</b>
_____ <b>Title</b>	_____ <b>Phone Number</b>
_____ <b>Email Address</b>	_____ <b>Shipping Address - Street/PO Box</b>
	_____ <b>Shipping Address - City, State, Zip</b>

### PROVIDER SCIENTIST'S INFORMATION

\_\_\_\_\_  
**Provider Scientist's Name & Title**

\_\_\_\_\_  
**Provider Scientist's Email Address**

\_\_\_\_\_  
**Provider Organization Name**

\_\_\_\_\_  
**Provider Organization Address**

\_\_\_\_\_  
Name (*Common & Technical*) and detailed description of Material(s):

\_\_\_\_\_

\_\_\_\_\_  
Name of study in which Material(s) will be used (please include IRB number, if applicable):

\_\_\_\_\_

\_\_\_\_\_  
Brief description of how Material(s) will be used:

\_\_\_\_\_

Yes      No      **1. Is the Material(s) available commercially or through any other sources such as a Research Reagent Bank or Repository (e.g. ATCC, Hybridoma Bank)?**

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**2. Will the Material(s) be used in...**

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Yes      No      Humans or as part of a clinical trial?  
Yes      No      Vertebrate animals?

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**3. Is the Material ...**

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Yes      No      Infectious (human, animal or plant pathogen), source material from a human, animal or plant or considered biohazardous? If Yes, you need approval from EHS/IBC.  
What is the biohazard material of concern:

If you already have approval from EHS/IBC, please provide the Approval #:

Yes      No      Recombinant or synthetic nucleic acid molecules?  
If yes, please provide rDNA/IBC Approval #:

Yes      No      A radiological hazard(s)?  
If Yes, are you approved by the Radiation Safety Committee?      Yes      No  
Please provide RAD Approval # :

Yes      No      Stem cells?  
If Yes, please specify:   
If human and embryonic stem cells, please provide NIH registry #:

Yes      No      Select agents and/or toxins as defined by the CDC/USDA?  
(See: <http://www.selectagents.gov/SelectAgentsandToxinsList.html>)  
If Yes, provide --  
EHS Biosafety Approval #  
IBC Approval #

Yes      No      **4. Has the Material(s) been described in a publication?**

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Yes      No      **5. Do you intend to publish the findings from your research?**  
If Yes, how soon after the conclusion of your research do you intend to publish?  
3-6 months      1 year      more

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Yes      No      **6. Will you receive any information about the Material(s) that might be considered confidential or proprietary? If unsure, please leave blank.**

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**7. Please indicate the estimated length of time the research will take:**

Yes	No	<b>8. Do you anticipate that any new inventions, modifications, derivatives, or useful discoveries will be developed from your use of the Material(s)?</b> If Yes, please identify and briefly discuss:
<input style="width: 100%; height: 100%;" type="text"/>		
Yes	No	<b>9. Will the Material(s) be combined with other materials obtained from third parties?</b> If Yes, was the Material(s) obtained by KU under an MTA or other terms & conditions?    Yes    No If Yes, provide source name and when obtained:
<input style="width: 100%; height: 20px;" type="text"/>		
Yes	No	<b>10. Will students be using the Material(s)?</b>
<b>11. Will the Material(s) be used in research funded by:</b>		
Yes	No	The Provider of the Material(s)?
Yes	No	An industry sponsor that is not the Provider of the Material(s)? If Yes, please provide sponsor's name and project title:
<input style="width: 100%; height: 20px;" type="text"/>		
Yes	No	A non-profit entity? If Yes, please provide non-profit's name and project title:
<input style="width: 100%; height: 20px;" type="text"/>		
Yes	No	Federal contracts or grants? If Yes, please provide the name of the federal agency:
<input style="width: 100%; height: 20px;" type="text"/>		
If Yes, please provide the Contract or Grant number:		
<input style="width: 100%; height: 20px;" type="text"/>		
Yes	No	<b>12. Do you have any issued or pending patents, or have you ever filed an invention disclosure with KUIC, related in any way to the study in which the Material(s) will be used?</b> If yes, Patent No./Disclosure No.:
<input style="width: 100%; height: 20px;" type="text"/>		

If you **ARE NOT** receiving human samples/tissue, [CLICK HERE](#) to go directly to the signature line.

If you **ARE** receiving human samples/tissue **NOT** from a commercial repository (eg. Addgene, ATCC, etc.), you must complete the following section:

*NOTE: This section applies to **ANY** specimen obtained from clinical patients or human research subjects, e.g.: fixed, frozen or fresh pathology or autopsy specimens, any blood, urine, saliva, semen, breast milk or other biological material obtained from humans, any purified DNA, RNA, proteins, cell lines or clones, whether collected for clinical purposes or specifically for research.*

### Questions for Receiving Human Samples/Tissue

Yes      No      1. **Will any patient information or other clinical data be transferred with the Material(s)?**

If Yes, will the information/data contain any of the following identifiers?  
(please check all applicable boxes)

Name	Town, city, state, or ZIP code	Electronic mail address
Telephone number	Fax number	Account number
Social security number	Medical record number	Web URL's
Certificate/license number	Full face photographic images	Biometric identifiers (e.g., finger and voice prints)
Medical device identifiers and serial numbers	Internet protocol (IP) address	Age in years, months, days, or hours
Any other identifier or combination of identifiers likely to identify the subject		Vehicle Identification number or serial number, including license plate number
Dates (except year) (e.g., admission, discharge, service, date of birth, date of death)		
Street Address (other than town, city, state, or ZIP)		Health plan beneficiary number
<b>NONE</b> of these identifiers will accompany the Material(s)		

Yes      No      2. **Has the Material(s) been tested or certified to be "human blood-borne pathogen" free (i.e. HIV, HBV, Tuberculosis, etc.)**

*If not or unknown, it must be considered containing human blood-borne pathogens and must be handled/treated as biosafety level 2. If it is certified by the provider as not containing human BBP's, it is risk group 1, biosafety level 1.*

Yes      No      3. **Will the Material(s) be used to try to establish the safety and effectiveness of an FDA-regulated device?**

Yes      No      4. **Was the Material(s) specifically collected for the study in which KU will be using the Material(s)?**

Yes      No      5. **Does the Provider Scientist have any involvement in the recipients using the Material other than providing the Material? For example: is the Providing Scientist interpreting or analyzing data or co-authoring presentations or publications?**

**Please be aware:** There may be terms and conditions in the Material Transfer Agreement which preclude your use of the Material(s) in research sponsored by industry, limit your ability to commercialize your inventions or prevent you from obtaining other materials for the same project. Please let KU Center for Research know of any special concerns you may have, or rights you will require, with respect to the Material(s).

Please provide any additional comments you may have:

I represent and warrant that all information provided in this questionnaire is accurate to the best of my knowledge after reasonable inquiry.

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*Recipient Scientist Signature*

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*Date*

Please save the completed document and email it to your reviewer or to [indcontracts@ku.edu](mailto:indcontracts@ku.edu).

Thank you for your cooperation!

Office of Research  
Contract Negotiations  
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