

FOR REFERENCE

Checklist for Materials In (animal transfer)	Checklist for Materials In (non-animal transfer)
<input type="checkbox"/> Contact Office of Animal Resources for necessary forms when you first contact Innovation to initiate an MTA.	<input type="checkbox"/> If collaborating with Providing PI, contact Office of Research Administration to verify if a collaboration agreement is needed.
<input type="checkbox"/> If collaborating with Providing PI, contact Office of Research Administration to verify if a collaboration agreement is needed.	<input type="checkbox"/> If material has, or may have, biohazardous properties, contact biosafety office to authorize transfer.

MTA Standard Operating Procedure

1. Innovation will docket an MTA case under PI's name and initiate the review process once it receives a completed and signed MTA Questionnaire from the PI.
2. If a PI is receiving materials, Innovation will need the PI to confirm in writing that s/he has read certain sections in the providing institution/company's MTA and that s/he understands the obligations under the MTA.
3. Once Innovation receives the partially executed MTA from the other party, Innovation will forward it to the PI for signatures. If other institution requests that Innovation initiate signing, Innovation will ask PI to sign the MTA and return it to Innovation.
4. Innovation will email the PI the fully executed MTA in PDF format for his/her records.

***For more information regarding MTAs, please go to Innovation's website:**

<http://innovation.jefferson.edu/innovators/processes/material-transfer.html>

MTA contact:

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TJU MTA Questionnaire (Materials In)

THIS IS NOT A MATERIAL TRANSFER AGREEMENT

By responding to the questionnaire below, I hereby certify that I have read and understand the questionnaire, have responded accurately and completely thereto, and that for the duration of the applicable Material Transfer Agreement, I will fully comply with the terms and conditions as indicated by my responses to the attached questionnaire.

Signature: _____ Date: _____

TJU PI's name:	
Providing company/institution's name: Contact information:	
Providing PI's name: Department: Email:	
If you are aware that the Providing Institution is not the owning institution (i.e. where the material was created first), please provide the name of the owning institution: _____	

(1)	Please list the full name of each material that you are requesting. Please also indicate quantities if possible.	
(2)	Is the material(s) available commercially?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3)	Please indicate what funding source(s) you will be using for your experiment with this material(s) (e.g. TJU departmental funding, NIH grant). Commercial funding includes STTR/SBIR sub-awards.	-If funding is from a federal grant, please specify the grant number & title: -If funding is from a commercial entity, please specify the entity's name: _____ -Other: _____
(4)	What is the known/intended use of the material? Please be specific.	
(5)	Will you use the material(s) for its above <u>intended use</u> or for a <u>new use</u> ?	<input type="checkbox"/> Intended use <input type="checkbox"/> New use
(6)	Will you make any modifications to the material(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(7)	Are you collaborating with any personnel of another institution on this research with whom you will be sharing the data? If yes, please contact Office of Research Administration to determine if a Collaboration Agreement is needed.	<input type="checkbox"/> Yes <input type="checkbox"/> No
(8)	Please list all the material(s) provided, or that will be provided, by any third parties under other agreements that you will use together with the requested material in this research project.	
(9)	Do you think any invention will result from your research with the material(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(10)	How long do you expect the research to last?	
(11)	Is it necessary for you to receive confidential information from the Provider regarding the use of the material(s)? Such confidential information might not be able to be included in any of your publication if requested by the Providing company/institution.	<input type="checkbox"/> Yes <input type="checkbox"/> No
(12)	Please provide a brief description of your proposed research. (Attach an additional page if necessary)	

I DO NOT want to be copied on emails to the other party.