

## INCOMING MATERIAL TRANSFER AGREEMENT QUESTIONNAIRE

Certain information is required to process and execute your Material Transfer Agreement (MTA). To avoid any delays with your MTA, please complete all of the fields below.

Please forward by email (1) an electronic WORD copy of the MTA, (2) a signed copy of the MTA, (3) the completed questionnaire and (4) any relevant correspondence to [OTT-MTA@emory.edu](mailto:OTT-MTA@emory.edu).

Please note we will contact you if additional information or original signed documents are necessary.

### **Principal Investigator Information:**

*(The Principal Investigator is the Emory faculty member/senior investigator under whose direction the research with the materials will be conducted)*

Name of recipient scientist:

Phone:

Email address:

Department:

Emory Employee ID:  
(Please **do not** provide SSN)

Mailing address:

### **Provider Information:**

Name of providing institution or company:

Name of providing scientist:

Email address:

Name of Contracting Officer *who provided the MTA:*

Phone:

Email address:

Mailing address:

### **Funding Information:**

Please indicate the funding source and grant/contract number for this study:

### **Material Information:**

1. The name of the Material(s):

2. Provide a brief but complete description of the proposed research with the Material(s):

3. Will the material be used in conjunction with any Emory proprietary material or any other material received from a third party, another institution and/or company?

Yes

No

If yes, please identify the other third party Material(s), where they were obtained from and briefly describe how they will be used with the incoming Material(s)?

4. Will Modifications (substances which contain/incorporate the Material(s)) or Derivatives (functional subunits or product expressed by the Material(s)) be made during the course of your research with the Material(s)?

Yes

No

If yes, please briefly explain:

5. Do you anticipate any new inventions will be developed from the use of the Material(s)?

Yes

No

If yes, please describe the anticipated inventions or discovery, e.g., will invention incorporate the Material(s), be an entirely new product, new use of the existing product, cell line etc.?

6. Will any of the following items be involved in this research? By signing this questionnaire, you certify that you have (or will obtain prior to using the Material) authorization from the appropriate Emory regulatory authority to conduct research using the items checked.

**Radioactive  
substances**

**Biohazards**

**Animals**

**Human  
subjects**

7. If the transfer involves animals, will you be breeding and/or crossbreeding the animals?

Yes

No

If yes, please indicate where all the strains/lines were/will be obtained:

**MTA Checklist:**

Contact information of the Contracting Officer who provided the MTA.

Electronic copy of the MTA, if received. (send to: [OTT-MTA@emory.edu](mailto:OTT-MTA@emory.edu))

Two (2) signed copies of MTA you received from the provider.

One (1) signed copy of Material Transfer Agreement Questionnaire.

**I certify that all the information provided above is accurate and up to date.**

Signature of the Principal Investigator:  
(*who is the grant recipient*)