

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) the completed questionnaire, and (3) any relevant correspondence to OTT-MTA@emory.edu.

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 MTA specialist at providing institution:

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 few sentences describing the proposed research with the Material(s), including the name of the research study if applicable:

3. Will the Material(s) be used in research involving the use of either: (a) material obtained (or generated from material obtained from) another institution or company, or (b) Emory proprietary material?

Yes

No

If yes, please identify the additional material(s), where/how they were obtained, 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 **Provider's** MTA / Legal / Tech Transfer employee who provided the MTA. (This information must be provided above).

Send electronic *.doc* version of **Provider's** MTA template to: OTT-MTA@emory.edu

Send signed copy of (this) Incoming Material Questionnaire to: OTT-MTA@emory.edu

Advise Emory's Contract Specialist of any time-sensitive / urgent deadlines for this MTA.

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

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