

Purdue University Material Transfer Agreement (MTA) Information Sheet

Step 1. Review this form and initiate a request with SPS Contracting

To help expedite your MTA request, please fill out this form as accurately and completely as possible. If you have any questions, please email spscontr@purdue.edu. If you have an urgent request, please state the time frame and reason clearly in your e-mail message.

Step 2. Indicate whether the material is coming to or from Purdue and follow the instructions below. This assists us to determine proper contractual terms related to return or destruction of the Material.

Purdue University is the	of the Material.
If Purdue is the Recipient of the Material, read the information in the box below, then move to Step 3	If Purdue is the Provider of the Material, read the instructions in the box below, then move to Step 3
<p>Check with the Provider about any specific processes or information required (e.g. an agreement or contact) before initiating this request. If you have any relevant documents to submit with the MTA Info Sheet, such as the agreement preferred by the provider of the material, please send this to us with your completed MTA Information Sheet.</p> <p style="text-align: center;">Answer these 2 questions:</p> <p>1. Does the Provider of the Material have any expectation of results or deliverables being provided by Purdue?</p> <p style="text-align: center;">YES NO</p> <p>If Yes, please explain.</p> <p>2. How long do you expect to utilize this Material?</p>	<p style="text-align: center;">Answer these 3 questions:</p> <p>1. Was the material provided to Purdue by a third party under a Material Transfer Agreement or any other type of contract?</p> <p style="text-align: center;">YES NO</p> <p style="padding-left: 40px;">If Yes, please provide further details about the prior agreement to acquire the Material.</p> <p>2. How long do you expect the Recipient to utilize this Material?</p> <p>3. Are you working with the Office of Technology Commercialization (OTC) in the Purdue Research Foundation (PRF) on anything relating to this Material?</p> <p style="text-align: center;">YES NO</p> <p>If Yes please provide additional details on the disclosures to OTC and the name of the OTC Business Development Manager to contact.</p>

Step 3. Please enter the following information about who Purdue will interact with to transfer the material.

Enter the information for the Purdue Principal Investigator and Primary Contact Submissions without an eligible Purdue Principal Investigator (see embedded link) will not be reviewed.	
Purdue Principal Investigator (PI) and Purdue e-mail address	
Primary Contact Name and Purdue e-mail address (if different from PI)	
Campus Address	
Phone	

Enter the information for the other person or organization <u>outside of Purdue</u> providing or receiving the Material	
Organization Name:	
Contact name at the Organization:	
Address	
E-mail address	
Phone	
Is the material coming from <u>or</u> being sent outside the US? YES NO	

Step 4. Please answer the following questions about the Material to be transferred.

Material Description and Purpose of Transfer	
What is the name of the Material? Be specific using scientific names and references as applicable.	
How will the material be used by Purdue or by the Recipient at the other institution? Please provide a specific, brief statement to be used in the MTA.	

Confirmation of Regulatory Approvals Does the Material classify as any of the following?	
<p><i>*By submitting this form you affirm that the referenced IBC/IACUC/IRB protocol covers the use of the referenced material.*</i></p> <p><i>(See the Purdue EVPRP Research Regulatory Affairs page for information on each committee.)</i></p>	
Biohazardous Agents/Nucleic Acid Constructs (IBC)	
Recombinant/synthetic nucleic acid, plasmids, bacteria, virus, other biological agent? YES - answer → NO	Please reference the proper Purdue Institutional Biosafety Committee (IBC) protocol. IBC approval number _____ IBC approval date _____ Does the material (or its transcribed or translated products) cause toxicity or pathogenicity to human, animal, or plant health? <p style="text-align: center;">YES NO</p>

Biohazardous Agents (continued)	Which choice below best describes the biological material? Unfixed human fluids, tissues, or cell lines Transgenic plants or insects Plasmids, expression vectors, or other synthetic/recombinant nucleic acids Bacterial/viral agent Select Agent (requires US government authorization see https://www.selectagents.gov/) Other biohazardous material (describe):
<i>Human Subjects (IRB)</i>	
Does the material originate from or planned for use with Human Subjects? YES - answer → NO	IRB approval/exemption number: _____ IRB approval/exemption date: _____ What best describes the material? Specimens (blood, tissue, etc.) Compound, drug, food, supplement, device, etc. to be used in research with human participants Other (describe): _____
<i>Vertebrate Animals (IACUC)</i>	
Does the material originate from or will it be used use with Vertebrate Animals? YES - answer → NO	IACUC approval number: _____ IACUC approval date: _____ What best describes the material? Compound, drug, feed, device, or other material to be administered or used in research with animals Animal Strain/line Other (please describe): _____
<i>Other Safety and Contractual Considerations</i> <i>Please see links embedded in these questions for further details.</i> <i>*By submitting this form you affirm that the PI and research team will work with Purdue University Radiological and Environmental Management (REM) and/or Hazardous Materials Shipping to properly package and transport the Material.*</i>	
Does the material transfer involve Radioactive Materials? YES - answer → NO	REM Authorization Number: _____
Is the material specifically designed or developed for a military or space application? YES - answer → NO	If Yes, please explain:

<p>Is the material considered <u>confidential</u> or <u>proprietary to Purdue</u> or a third party?</p> <p>YES – answer →</p> <p>NO</p>	<p>If Yes, Please explain:</p>
<p>Please list any other information about the Material or its provider/recipient that would be helpful in review of the MTA.</p>	<p>Include any relevant information about the Material that could not be included in the boxes above or type “N/A” if not applicable. Are there any known restrictions on use or transfer of the Material?</p>

Step 5 - The Principal Investigator (PI) must certify the information in this form.

I, _____, as the Purdue Principal Investigator of this material transfer certify that I completed and reviewed this document. To the best of my knowledge, the information, including intended use and regulatory information that relates to Purdue University providing or receiving the Material described in this form is accurate and truthful.

Step 6 - Save a final version of this form with your completed responses and submit to Purdue SPS Contracting (spscontr@purdue.edu) along with any helpful information or documents.