



# MATERIAL TRANSFER SUBMISSION FORM

## UNIVERSITY OF PENNSYLVANIA - OFFICE OF RESEARCH SERVICES

**This form must be filled out for ALL material transfers (incoming and outgoing).**

Depending on your answers to the questions, there may be other forms that must be completed to facilitate your request.

Please fill out each section of this form and email (PDF) to [orsmta@upenn.edu](mailto:orsmta@upenn.edu) or fax to (215) 898-9707 (Attn: MTA Administrator).

**Questions?** Contact the MTA Administrator at (215) 573-4505 or send an email to [orsmta@upenn.edu](mailto:orsmta@upenn.edu).

**Date of Submission:** \_\_\_\_\_ **Type of MTA:**  Corporate/For-Profit  Academic/Non-Profit

- Are you:**  A Penn researcher and you want to RECEIVE materials from an external party?  
 ▶ If you have received an MS Word electronic copy of a draft material transfer agreement from the external party, email it to [orsmta@upenn.edu](mailto:orsmta@upenn.edu) with this completed form.
- A Penn researcher and you want to SEND materials to an external party?

### I. CONTACT INFORMATION:

PENN	EXTERNAL PARTY
PI/Researcher: _____	Company/Institution: _____
Department: _____	Contact Person: _____
Email: _____	Email: _____
Telephone: _____	Telephone: _____
Mailing Address: _____	Mailing Address: _____
PI's Alt. Contact: _____	
Email: _____	
Telephone: _____	

### II. MATERIALS:

1. Describe/List the Materials you wish to RECEIVE or SEND: \_\_\_\_\_  
 \_\_\_\_\_
  
2. What do you think is the likelihood of an invention resulting from research with the Materials?
  - Highly possible
  - Somewhat possible
  - Not expected
  
3. Will the Materials be used now or in the future under any of the following?
  - Sponsored Research Agreement (SRA)       Clinical Trial (CTA)  
*Company:* \_\_\_\_\_
  - Grant-funded (government or other grant).  
*Agency:* \_\_\_\_\_
  - Not applicable                                       Outgoing Materials/Not aware



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4. Will the Materials be used in conjunction with any other materials received from a third party?

- Yes. *Identify other material and the provider:* \_\_\_\_\_
- \_\_\_\_\_
- No  
 Outgoing Materials/Not aware

5. Are the Materials relevant to any of your previous or pending disclosures of inventions?

- Yes. *Explain:* \_\_\_\_\_
- No

6. Will the Materials be modified?

- Yes. *Explain:* \_\_\_\_\_
- No  
 Outgoing Materials/Not aware/Not apparent in Research Plan

7. Do alternate sources of the Materials exist?

- Yes  
 No  
 Not aware

### III. COMPLIANCE

1. Is the Material derived from human beings? (ex: tissue, DNA, cell lines)
  - Yes. Complete and attach the Human Derived Material Screening Tool.
  - No
2. Are the Materials hazardous or dangerous to handle, store or use?
  - Yes. *Explain:* \_\_\_\_\_
  - No
3. Are the Materials being supplied to or received from a source outside of the United States?
  - Yes. *Origin (Incoming Transfers) or Destination (Outgoing Transfers):* \_\_\_\_\_
  - No
4. Does the PI, or any other key investigator, have a "significant financial or management interest" in the proposed research that may constitute the basis for a conflict of interest as described in the University of Pennsylvania's policies for research and sponsored projects? (visit <http://www.upenn.edu/research/DetailedPolicies.htm#COI> for detailed policies and definitions.)
  - Yes. *Explain:* \_\_\_\_\_
  - \_\_\_\_\_
  - No

### IV. RESEARCH PLAN

► If you are **RECEIVING** Materials, briefly describe in the space below how the Materials will be used in the proposed research. If you have received a **MS Word electronic copy** of a draft agreement from the external party, forward it to the MTA Administrator with this form. The MTA Administrator can be reached at the following address: [orsmta@upenn.edu](mailto:orsmta@upenn.edu)

► If you are **SENDING** materials, attach a brief description of the proposed research to this form or ask the recipient to email a description to the MTA Administrator. The MTA Administrator can be reached at the following address: [orsmta@upenn.edu](mailto:orsmta@upenn.edu)

*Description of research:* \_\_\_\_\_

\_\_\_\_\_

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