# Syracuse University

# Office of Technology Transfer

# **Outgoing** **Material Transfer Agreement (MTA) Request Form**

Please complete the following form to initiate the internal review process, documentation, and contract negotiation and execution activities associated with authorizing the sending of one or more material(s) to an outside entity. Submission of this form begins the review, clearance/permission, and terms negotiation phase of the MTA process. Based upon your answers below, the Office of Technology Transfer may follow-up with you to ask additional questions.

Today’s Date: Click or tap to enter a date.

## **SU Researcher Information (Providing Scientist)**

Name: Click or tap here to enter text.

Email: Click or tap here to enter text.

Phone: Click or tap here to enter text.

School: Click or tap here to enter text.

Department: Click or tap here to enter text.

## **Recipient Information (Receiving Scientist)**

Entity Name: Click or tap here to enter text.

Entity Street Address: Click or tap here to enter text.

Entity City: Click or tap here to enter text. State: Click or tap here to enter text. Zip/Postal Code: Click or tap here to enter text.

Recipient Researcher’s Name: Click or tap here to enter text.

Recipient Researcher’s Email: Click or tap here to enter text.

Recipient Researcher’s Phone: Click or tap here to enter text.

Signatory Name: Click or tap here to enter text.

Signatory Title: Click or tap here to enter text.

Signatory Email: Click or tap here to enter text.

Is the recipient entity an academic institution or other not-for-profit institution? Yes  or No

## **Material Information**

1. Is the material biological in nature? Yes  or No

Material to be transferred (please describe completely (e.g. Cell line or plasmid designation/name, quantities, etc.): Click or tap here to enter text.

1. Is the material human derived? Yes  or No

If yes, was the material derived from human subjects under an approved or exempted IRB protocol? Yes  or No

1. Was the material created at Syracuse University? Yes  or No

If no, provide the institution/entity of origin of the material: Click or tap here to enter text.

1. Are you the creator/inventor of the material? Yes  or No

If no, provide the origin/creator of the material: Click or tap here to enter text.

1. Was the material developed with funding from an outside source? Yes  or No

If yes, provide the funding source: Click or tap here to enter text.

1. Are there rights, obligations or agreements that may preclude Syracuse University from entering into this agreement (incoming MTA, Non-Disclosure Agreement, License, or Option Agreement, Sponsored Research Agreement, etc.)? Yes  or No

If yes, please detail the restrictions or reference the agreement: Click or tap here to enter text.

## **Public Information About and Availability of Materials**

1. Is this Material available for purchase or from a repository? Yes  or No

If yes, from where Click or tap here to enter text., and what price Click or tap here to enter text.? Include link here Click or tap here to enter text.

1. Is this Material described or referenced in any publications or presentations? Yes  or No

If yes, provide a citation for publication or presentation Click or tap here to enter text. Include link here Click or tap here to enter text.

## **Material-Adjacent Questions**

1. OUTGOING DATA: Will there be any technical information or data transferred with the material? Yes  or No

If yes, provide a description: Click or tap here to enter text.

1. IP: Has this material been disclosed to Technology Transfer as part of an invention? Yes  or No

If yes, provide the disclosure number, if known: Click or tap here to enter text.

1. Confidentiality: Is the material itself to be kept confidential (i.e. – not published or publicly disclosed) Yes  or No

If yes, why? Click or tap here to enter text. For how long? Click or tap here to enter text.

If yes, provide a brief, non-confidential summary of the information to be shared: Click or tap here to enter text.

1. Does the material and/or confidential information intended for disclosure meet all applicable export restrictions (i.e. Homeland Security, quarantine, etc.)? Yes  or No

If no, describe: Click or tap here to enter text.

## **Questions regarding Recipient’s permitted uses and Obligations to Provider**

1. Permitted Uses: (check one)

Recipient may use University’s Material and/or Confidential Information for commercial purposes.

Recipient may use University’s Material and/or confidential information only for non-commercial purposes.

Are there any other restrictions on the Recipients use of the Material and/or Confidential Information? Yes  or No

If yes, describe in detail the restrictions (e.g. specific research project): Click or tap here to enter text.

1. INCOMING DATA: Do you wish to have reports about findings from the Recipient Scientist?

Yes  or No

## **Notes/Miscellaneous Information**: Click or tap here to enter text.

Thank you for completing this request form. Please email this completed form to the Office of Technology Transfer – [jmcrisp@syr.edu](mailto:jmcrisp@syr.edu) and [jeffery@syr.edu](mailto:jeffery@syr.edu). The Office will review your request and will follow-up with you regarding any questions or additional information needed.

### FOR OTT USE ONLY:

Is the recipient institution a signatory to the UBMTA? Yes  or No