**Creighton University**

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

This internal request form is to be completed by the Creighton material provider and emailed to CU Intellectual Resource Management (IRM) when sending or receiving research materials.

**Material Provider Information**

Provider/Scientist Organization:

Principal Investigator Name:

Title:

Organization Address:

Address of Lab including Department & Room #:

Phone:

Email:

Other Contacts (Legal office/TTO/MTA administrator) including email & phone:

**Material Recipient Information**

Recipient/Scientist Organization:

Principal Investigator Name:

Title:

Organization Address:

Address of Lab including Department & Room #:

Phone:

Email:

Other Contacts (Legal office/TTO/MTA administrator) including email & phone:

**Material Information**

Material to be transferred (attach separate page if necessary)

Specific Name:

Description:

Quantity:

Cost to be paid or charged for the Material (indicate if per unit or total):

Check all that apply:

* Material of human origin
* For use in humans (IRB)
* Animal subject(s) or animal products
* For use in animals (IACUC)
* Controlled substance
* Biohazard/Infectious agent, Radioactive, Environmental Hazard (IBC & RSC)
* Being shipped outside the U.S. (Export control)
* Other special considerations \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requested Use (Provide a brief description of research to be performed using the requested Material - attach a separate page if necessary):

Proposed Start Date for use of Material:

Proposed Duration of use of Material:

Any special instructions for disposal or return of Material (attach a separate page if necessary):

**Intellectual Property Information - (For CU outgoing Material only)**

Is the Material related to or does it incorporate material under another agreement i.e. MTA, Sponsored Research Agreement, Confidentiality Agreement, etc? O No O Yes

**If yes**, please list party name, type of agreement, and execution date:

Is the Material related to any previous or pending invention disclosure, patent application, or issued patent?

O No O Yes

**If yes**, please provide the inventor name and disclosure/patent information:

Will the research result in a modification of the Material? O No O Yes

**Other Information - (For CU outgoing Material only)**

Source(s) of funding used to create the Material:

Should the recipient be charged shipping costs for the Materials? O No O Yes

**If yes**, provide additional information:

Please provide any addition information that you believe is important to the MTA (attach a separate page if necessary):

**Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(print)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(signature)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(Date)

**For questions or to return a completed form, please contact Stuart Martens, IRM Director**

Email: [StuartMartens@creighton.edu](mailto:StuartMartens@creighton.edu) Phone: 402-280-3653 Fax: 402-280-5719

Mailing Address: Creighton University, 2500 California Plaza, Linn Building, L06, Omaha NE 68178