# MATERIAL TRANSFER AGREEMENT (MTA)

**Outbound Request Form**

**Northwestern Principal Investigator Information**

Name:

Email:

**Additional Contact Information (e.g. RA, Department/School Administrator, Postdoc, etc.)**

Contact Name:

Contact Email:

**The Material and The Requestor**

Describe Material *(please be specific)*:

Is the material of human origin or obtained from a human specimen? Yes No  
*If yes, is it completely de-identified (i.e. includes NO personal identifiers)?* Yes No

**If no, attach a copy of your IRB Approval permitting the disclosure of Protected Health Information to the Recipient.**

Recipient Institution or Company Name:

Does this transfer involve the export of materials to someone in another country? Yes No  
*If yes, please confirm by checking the box below that the Material will be shipped in compliance with all applicable rules and regulations, including U.S. export control regulations.*

Contact Name:

Contact Email:

**About the Material**

Is there a collaborator outside of Northwestern University who contributed to the   
generation of the Material? Yes No  
*If yes, please provide their name, institution, and email address:*

Was the Material created using other material you received under a MTA from another   
university or company? Yes No  
*If yes, please identify the material and its source:*

Have you already published information related to the Material? Yes No  
*If no,   
do you intend to publish on this Material?*  Yes No  
*do you want us to restrict the Recipient’s ability to publish on this Material before you?* Yes No

Was the Material created as a result of research sponsored by the federal   
government, a foundation, or a company?? Yes No  
*If yes, identify the funding source, title, and SP# (if known):*

Is this Material related to any Invention Disclosure that you submitted to INVO? Yes No  
*If yes, please list the name(s) of your Invention Manager(s) in INVO:*

Will you charge the Recipient a fee for the cost of preparation/production of the Material? Yes No  
*If yes, how much do you plan to charge inclusive of any indirect cost?*

Will you charge the Recipient a fee for shipping/handling of the Material? Yes No  
*If yes, how much do you plan to charge?*

Do you want the Recipient to provide you with a copy of the publication(s) describing   
their use of the Material? Yes No

Do you want the Recipient to notify you of any inventions resulting from their use   
of the Material? Yes No

Will you be providing any confidential (non-published) information? Yes No