# 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