

MATERIAL TRANSFER AGREEMENT CHECKLIST

| General Information | |
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| <u>Source of the Material</u> <i>(Company Name and Address):</i> | |
| <u>Identify the Material</u> <i>(Product Name and brief plain-English description of what it is):</i> | |
| <u>Medium</u> <i>(i.e., powder, liquid):</i> | |
| <u>Quantity</u> <i>(# of vials, pieces, etc.):</i> | |
| <u>Intended Use of the Material:</u> | |
| Compliance Considerations | |
| 1. Does the material constitute/contain: <ul style="list-style-type: none"> • a biohazard (bacteria, toxin, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No • a controlled substance? <input type="checkbox"/> Yes <input type="checkbox"/> No • rDNA? <input type="checkbox"/> Yes <input type="checkbox"/> No If you answered "yes" to any of the above, please provide specifics: _____ _____ | |
| 2a. If you answered "yes" to any of the above, has the material been cleared by the appropriate Marquette oversight committee? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 2b. Have the appropriate licenses/certifications been obtained? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 3. Will the material be used anywhere other than the PI's own laboratory? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes," where? _____ | |
| 4. Will individuals other than the PI work with or have access to the material? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, please identify said individuals (co-investigators, graduate assistants, students, etc.): _____ _____ | |
| 5. Is the material being used: <ul style="list-style-type: none"> • on a currently funded project? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, please identify the project: funding agency/organization, project title, etc.): _____ _____ • to gather data for future grant applications? <input type="checkbox"/> Yes <input type="checkbox"/> No • for a class or student project? <input type="checkbox"/> Yes <input type="checkbox"/> No | |

Intellectual Property Considerations

6. Is the material going to be used with any invention disclosures you have already made or plan to make to the Office of Research and Sponsored Programs? Yes No

If so, please provide a brief explanation: _____

7. Is the material going to be used with any materials provided by a third party?

Yes No

If so, please identify the materials and from whom they were obtained: _____

8. Do you expect any intellectual property to result from your work with the material?

Yes No

If "yes," please provide a brief explanation of what you expect to be developed: _____

9. Do you intend to publish the results of your work with the material?

Yes No

10. If students are working with the material, will this work be part of their thesis or dissertation project?

Yes No