# MATERIAL TRANSFER AGREEMENT CHECKLIST

## General Information

**Source of the Material**  
*(Company Name and Address):*

**Identify the Material**  
*(Product Name and brief plain-English description of what it is):*

**Medium** *(i.e., powder, liquid):*

**Quantity** *(# of vials, pieces, etc.):*

**Intended Use of the Material:***

## Compliance Considerations

1. **Does the material constitute/contain:**
   - a biohazard (bacteria, toxin, etc.)?  
     - Yes  
     - No
   - a controlled substance?  
     - Yes  
     - No
   - rDNA?  
     - Yes  
     - 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?**  
    - Yes  
    - No

2b. **Have the appropriate licenses/certifications been obtained?**  
    - Yes  
    - No

3. **Will the material be used anywhere other than the PI’s own laboratory?**  
    - Yes  
    - No

   If “yes,” where? __________________________________________

4. **Will individuals other than the PI work with or have access to the material?**  
    - Yes  
    - No

   If so, please identify said individuals (co-investigators, graduate assistants, students, etc.):

5. **Is the material being used:**
   - on a currently funded project?  
     - Yes  
     - No

   If so, please identify the project: funding agency/organization, project title, etc.:

   - to gather date for future grant applications?  
     - Yes  
     - No

   - for a class or student project?  
     - Yes  
     - 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