

ROUTING SHEET FOR INCOMING MATERIAL TRANSFER AGREEMENTS

If you are requesting materials from a scientist at another institution, please send any Material Transfer Agreement received from that institution to the Office of Legal Affairs **via email to Stacey Brandenburg at mtagsu@gsu.edu** for review along with this completed form. Using this form will facilitate the transfer of the material that you seek to acquire. **DO NOT SIGN ANY DOCUMENTS PROVIDED BY THE OTHER PARTY UNLESS AND UNTIL THE OFFICE OF LEGAL AFFAIRS AUTHORIZES YOU TO DO SO.**

1. Your name, title, and department:

2. Please provide the following information the scientist/institution that has agreed to provide the Material (“Provider”).

Scientist Name and Title:	
E-mail address:	
Telephone Number:	Fax Number:
Institution Name and Address:	
Administrator Name and Title:	
E-mail address:	
Telephone Number:	Fax Number:

3. Have you already received the Material? Yes No
4. Describe the Material and your proposed use of the Material (you may attach a copy of the request):

5. Are Biohazardous Agents, Recombinant DNA Molecules, and/or Biologically-Derived Toxins Involved? No Yes

If “Yes”: provide the IBC# _____ or Status _____ (The Georgia State University Institutional Biosafety Committee (IBC) must approve projects involving biohazardous agents, recombinant DNA molecules, and/or biologically-derived toxins; if approval is pending, the incoming MTA cannot be signed.)

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6. Is the Material from a human? No Yes

If “Yes”: will any personally identifiable information be provided in conjunction with the transfer of the Material? No Yes

If “Yes”: please provide the IRB# _____ or Status _____ (The Georgia State University Institutional Review Board (IRB) must approve protocols involving Human Subjects; if approval is pending, the incoming MTA cannot be signed.)

7. Will the Material be used in or on animals? No Yes

If “Yes”: provide the IACUC# _____ or Status _____ (The Georgia State University Institutional Animal Care and Use Committee (IACUC) must approve protocols involving Animals; if approval is pending, the incoming MTA cannot be signed.)

8. Will the Material be used in combination with any materials you have received (or will receive) from any other institution, corporation, or business entity? No Yes

If “Yes”: please specify. _____

9. Please indicate what funding source (internal funds, grant funding, etc.) will be used to support the project in which the Materials will be used. _____

10. Please indicate and explain any deadlines you are facing with respect to the use of the Material that you have requested.
