

ROUTING FORM & QUESTIONNAIRE FOR OUTGOING MATERIALS

Georgia State University recommends that research materials provided to colleagues at other institutions be transferred under the provisions of a Material Transfer Agreement (MTA). If you intend to provide materials to a researcher at another institution, please complete the questions below and provide a copy of this form to the Office of Legal Affairs (OLA) via email to Stacey Brandenburg at mtagsu@gsu.edu for review. OLA, in consultation with the Office of Technology Transfer & Commercialization (OTTC) will then generate an appropriate draft agreement to provide to the other institution for review. Using this form will facilitate a more efficient transfer of the material. DO NOT (i) SIGN ANY DOCUMENTS PROVIDED BY THE OTHER PARTY UNLESS AND UNTIL THE OFFICE OF LEGAL AFFAIRS AUTHORIZES YOU TO DO SO; or (ii) TRANSFER MATERIALS TO THE OTHER PARTY UNLESS A MTA HAS BEEN FULLY EXECUTED AND YOUR HAVE RECEIVED CONFIRMATION THAT IT MATERIALS MAY BE SHIPPED. A copy of the fully executed MTA will be sent to you for your records.

1. Your name, title, and department:

2. Please provide the following information about the Recipient Researcher and their Institution.

| | |
|---|-----------------------------|
| Recipient Researcher Name & Title: | |
| Email Address: | |
| Telephone Number: | Fax Number (if applicable): |
| Recipient Institution Name & Address: | |
| Institution Administrator Name & Title: | |
| Administrator's Email Address: | |
| Telephone Number: | Fax Number (if applicable): |

3. Have you already provided or transferred the material? Yes No
4. Please provide a *specific* description of the type and approximate quantity of material to be transferred. If the material is biologic material, please indicate the origin, including Genus and species. If the material includes patient derived samples, please indicate.

5. Please provide a description of the proposed use or project in which the Recipient Researcher will use of the material.

6. Was the Material:

- a. Obtained under an MTA or another agreement?
 Yes No
- b. Created using a material obtained under an MTA or another agreement?
 Yes No
- c. Created in conjunction with non-Georgia State University personnel?
 Yes No
- d. Created as part of a sponsored research project (grant, contract, etc.)?
 Yes No

If any of the above answers are "yes", then please provide additional details, for example grant or contract numbers, names of parties, names of individuals, etc.

7. Will data or confidential information be transferred in conjunction with the materials? Yes No
If so, please describe what type of data or information: _____

8. Is the material related to an invention that has been, should be, or will be disclosed to the Office of Technology Transfer & Commercialization? Yes No
If so, please provide the OTTC reference number _____

9. Would you like the Requestor to reimburse the costs of shipping the Material? Yes No
If so, what costs are you requesting? Costs: \$ _____
Please also briefly describe rationale those costs: _____

10. Please describe any upcoming deadlines that GSU should be aware of with regard to the transfer of this material. _____

Outgoing Materials & Export Control laws: *It is unlawful to send or take export-controlled information or materials out of the United States or to transfer export-controlled materials or information to "foreign persons" inside or outside the United States, unless an exemption under the regulation applies or the University obtains an export license. Please ensure the information provided below is accurate.*

11. To your knowledge is the Recipient Researcher a "foreign person" as defined under export control laws (for example, the individual is not a U.S. citizen and not a permanent resident alien)? Yes No

12. To your knowledge is the Recipient Institution a non-U.S. Institution? Yes No

13. To your knowledge will the Recipient Researcher or Institution use the material outside of the United States? Yes No

14. To your knowledge is i) the material listed on either the U.S. Munitions List (22 C.F.R. § 121, available [here](#)) or the Commerce Control List (15 C.F.R. § 774, available [here](#)), or ii) could the materials be considered “dual-use” meaning useful for civilian as well defense or military applications? Yes No
15. If transferring a biologic material, is the material considered a hazardous material or listed as a “Select Agent” by USDA/HHS (a complete list can be found [here](#))? Yes No