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**](mailto: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. Please provide the following information:

Name of Supervising Investigator:

Title:

Department:

Administrative Contact:

*The supervising investigator is the individual under whose direction research with the materials will be conducted.*

2. Please provide the following information for the scientist and institution agreeing 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:

5. Describe the proposed use of the material (you may attach a copy of the request):

6. Are biohazardous agents, recombinant DNA molecules, and/or biologically derived toxins involved? Yes  No

**If “Yes,”** provide the IBC#: OR  IBC# pending

*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.*

7. Is the material from a human? Yes  No

**If “Yes,”** will any personally identifiable information be provided in conjunction with the transfer of the material? Yes  No

**If “Yes,”** provide the IRB#: OR  IRB# pending

*The Georgia State University Institutional Review Board (IRB) must approve protocols involving human subjects; if approval is pending, the incoming MTA cannot be signed.*

8. Will the material be used in or on animals? Yes  No

**If “Yes,”** provide the IACUC# OR  IACUC# pending

*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.*

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

**If “Yes,”** please specify:

10. Please indicate what funding source (internal funds, grant funding, etc.) will be used to support the project in which the material will be used:

11. Do you anticipate any new inventions or other intellectual property to arise from your use of the materials?

Yes  No

12. Please indicate and explain any deadlines you are facing with respect to the use of the material you have requested: