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. 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: