

Outgoing Material Transfer Questionnaire

Please answer the following questions regarding the research materials you are proposing to transfer to an external party (“Material”). This will provide us information to determine the best way to assist you with the transfer of the Material.

Section I. – Material Information

1. Describe in detail the Material you want to transfer, including its name, experimental number, label, etc.

2. Describe the typical and expected uses for this Material:

3. Was the Material created, discovered, or isolated by an employee of Texas A&M AgriLife Research while employed by AgriLife?

(a) Yes, wholly by AgriLife

(b) Yes, but the Material contains, in part, materials received by AgriLife from a third party

(c) No, the Material was obtained from a third-party

If you checked either (b) or (c) above, please submit written documentation (e-mail acceptable) along with this form from the original provider giving AgriLife permission to share Material with Recipient Organization identified in Section II. (below). MTA request cannot be processed until this written permission is received.

4. If you checked 3(b) or 3(c) above, provide the following information:

(a) Identify/describe the third-party substance/material:

(b) Where/how did AgriLife obtain the third-party substance/material; include provider name?

(c) Was the substance/material received subject to an agreement such as MTA, Collaborative Research Agreement, Sponsored Research Agreement, or Confidentiality Agreement? Yes No

If “Yes”, please provide a copy of the agreement under which you received the Material/incorporated Material and any related documentation for the third party substance/material.

5. List the name(s) of all AgriLife employees that created, discovered or isolated the Material.

6. List the name(s) of all other creators of the Material, if any, that are not AgriLife employees. Include the name of creator’s company, institution or organization.

7. Identify the grants, contracts, or other funding sources contributing to the creation, isolation, or discovery of the Material.

8. Is the Material relevant to any previous or pending invention disclosures? Yes No

If yes, explain/provide disclosure info/#:

9. Do you anticipate any commercial entities having interest in the Material? Yes No

10. Do alternate sources of the Material exist? Yes No Unknown

11. Was the Material originally created using A&M System facilities and resources? Yes No

Section II. – Requesting Party Information (“Recipient”)	
1. Name of Recipient Organization:	
2. Address of Recipient Organization:	
3. Name of PI at Recipient Organization:	
4. Email of PI at Recipient Organization:	
5. Contact person at Recipient Organization for MTA purposes:	
6. Email of contract person for MTA purposes:	
7. What type of entity is Recipient Organization? <i>(check one below)</i>	
<input type="checkbox"/> for profit company <input type="checkbox"/> university or not-for-profit entity <input type="checkbox"/> federal/government agency <input type="checkbox"/> unknown/other	
8. How will the recipient use the Material/intended use?	
9. Does this Material contain a controlled substance, pathogens or other harmful biological agents subject to special guideline procedures? <input type="checkbox"/> Yes <input type="checkbox"/> No	
10. Do you want to charge the Recipient for the Material?	
<input type="checkbox"/> Yes; Provide amount - \$ _____ <input type="checkbox"/> Yes, for shipping only <input type="checkbox"/> No	

I affirm that my responses are complete and accurate. Except as identified and described in my responses above, to the best of my knowledge there are no obligations or third party rights in the Material that would be counter to or prevent the proposed transfer.

AgriLife PI Signature: _____

Printed Name: _____

Department: _____ Research Extension

Date: _____