**MATERIAL TRANSFER AGREEMENT REQUEST FORM**

This Material Transfer Agreement (MTA) Request Form is for use by Oregon State University faculty and researchers who need to send or receive tangible research materials from an outside entity. In order to facilitate your request for an MTA, please provide the requested information. This form is only a request to initiate the negotiation of an MTA. **Please do not ship any material until a MTA is fully negotiated and executed by all parties**.

**Please email the completed form to the Office for Commercialization and Corporate Development, at: OCCD@oregonstate.edu**

1. **Please indicate whether you are requesting an outgoing or incoming MTA**

[ ] I am requesting an outgoing MTA for material I will transfer to an outside entity.

[ ] I am requesting an incoming MTA for material I will receive from an outside entity (**STOP – most outside entities will want to use their own MTA. Please contact the appropriate PI or business development individual at the outside entity, and ask them to initiate an MTA. If you need assistance, email us at** **OCCD@oregonstate.edu**).

1. **Providing Scientist (OSU personnel) Information**

 Faculty Name: \_\_\_\_

 Title: \_\_\_\_

 Department: \_\_\_\_

1. **Recipient Entity Information**

Entity Name: \_\_\_\_

Business Address: \_\_\_\_

Shipping Address (if different from business address) \_\_\_\_

Business/Legal Contact Name: \_\_\_\_ Email: \_\_\_\_

Recipient Scientist Contact Name: \_\_\_\_Email: \_\_\_\_

Please briefly describe how the Recipient Scientist will use the material:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Description of Material**
2. Please provide a brief description of the material to be transferred: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Please provide the approximate amount of material that will be transferred:

\_\_\_\_

1. Did solely Oregon State University personnel develop the material?

[ ] Yes

[ ] No. If no, please explain:

1. Is the material subject to any third party rights or reporting obligations resulting from any of the following:
2. Outside funding

[ ] Yes.If yes, please explain: \_\_\_\_

[ ] No

1. Incoming MTAs

[ ] Yes. If yes, please explain: \_\_\_\_

[ ] No

1. License or option agreements

[ ] Yes. If yes, please explain: \_\_\_\_

[ ] No

1. In addition to the material, do you also plan to share confidential information with the outside entity?

[ ] Yes.If yes, please describe the confidential information to be shared: \_\_\_\_\_\_\_

[ ] No

1. Are the materials subject to [export controls](http://research.oregonstate.edu/osp/export-controls)?

[ ] Yes

[ ] No

[ ] I don’t know

1. **Please suggest an industry contracting or licensing specialist to handle this request:**

For material that relates to Oregon State University intellectual property (inventions, patents, copyrights, research tools, etc.), please indicate a licensing specialist:

[ ] Dave Dickson (Colleges of Engineering and Science)

[ ]  Joe Christison (Colleges of Pharmacy and Veterinary Medicine; College of Science; College of Public Health & Human Sciences)

[ ]  Denis Sather (College of Agricultural Sciences; College of Forestry; College of Earth, Ocean, & Atmospheric Sciences; Copyrights and Software)

For general research materials that do not related to Oregon State University intellectual property, please indicate an industry-contracting specialist:

 [ ]  Kirt Fuller (Physical Sciences)

 [ ]  Chris Stoner (Life Sciences)