

**RECEIVING MATERIAL INTAKE FORM (Non-funded)
MATERIAL TRANSFER AGREEMENT
THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY**

THIS IS NOT A MATERIAL TRANSFER AGREEMENT (MTA)

Information provided on this form will help the Office of Research Contract & Industry Agreements (CIA) develop an agreement to send to the provider. Please complete and return to CIA at rcia@utrgv.edu.

RECIPIENT INFORMATION

UTRGV Requesting Investigator (RECIPIENT): _____

Department: _____ Building & Room: _____

Email: _____ Phone: _____

Administrative Contact: _____ Title: _____

Email: _____ Phone: _____

PROVIDER INFORMATION

Firm or Institution providing material (PROVIDER): _____

Address: _____

Primary Contact Name: _____ Title: _____

Email: _____ Phone: _____

Additional Contact (if different from Primary Contact): _____

Title: _____ Email: _____

Describe material requested in layman's terms (MATERIAL):

Summarize the project for the MATERIAL requested (RESEARCH PLAN): [Please attach abstract/protocol.](#)

Period planned for RECIPIENT'S possession and use of MATERIAL:

DEFINITIONS

Progeny: Unmodified descendants from the MATERIAL, such as virus from virus, cell from cell, or organism from organism.

Unmodified Derivatives: Substances created by the RECIPIENT which constitute an unmodified functional subunit or product expressed by the MATERIAL. Examples: subclones of unmodified cell lines, purified or fractionated subsets of the MATERIAL, proteins expressed by DNA/RNA supplied by the PROVIDER, or monoclonal antibodies secreted by a hybridoma cell line supplied by the PROVIDER.

RESEARCH ACTIVITY

The RESEARCH PLAN identified must have an approved study with a corresponding number for each of the activities checked to accept the MTA.

CHECK ALL THAT APPLY:

TYPE OF STUDY	YES	NO	STUDY #	APPROVAL STATUS
Animal Use				
Human Subjects				
Recombinant DNA				
Biohazardous Agents				

CHECK ALL THAT APPLY:

	The MATERIAL will be provided for the purpose of product testing and evaluation (i.e. testing and expression system) for the organization providing.
	The MATERIAL is a tool, kit, or instrument that will be used in the conduct of research.
	The MATERIAL is a reagent.
	Progeny, unmodified derivatives, or descendant copies will be made from MATERIAL.
	MATERIAL will be modified or will be used to produce modified derivatives.
	Other, please explain in layman's terms:

MATERIAL AND PROJECT INFORMATION

	YES	NO
1. Does MATERIAL transfer involve collaboration with the PROVIDER?		
If YES, please attach a copy of agreement.		
2. Does the RESEARCH PLAN involve the use of any other proprietary material(s) from another firm, institution, or colleague?		
If YES, what are the other material(s) and/or other providers?		
3. What source(s) of funding will be used to support the RESEARCH PLAN?		
4. Will the MATERIAL be sourced from an entity outside of the United States?		
5. Will you be making any modifications to the MATERIAL?		
If YES, describe how?		
6. Do you intend to publish your findings?		

If YES, are you willing to provide an advance copy of the paper to PROVIDER for review?		
7. Is the MATERIAL patented or patent pending?		
8. Is the MATERIAL in clinical use?		
9. Does the RESEARCH PLAN relate to or include an invention disclosed to UTRGV?		
If YES, please provide Disclosure Date:		
10. Do Principal Investigators or other key investigators have significant financial interest or management interest in the PROVIDER company?		
If YES, is there an approved Conflict of Interest Management Plan in place? (For more information, email researchcompliance@utrgv.edu)		
11. Is there a commercial source for the material?		
If YES, please provide source information:		
12. Is the PROVIDER the only source available for the material?		
13. Is there a likelihood of an invention resulting from the use of material? If YES, please attach a detailed description.		
14. Have you received the MATERIAL to date?		
15. Will any progeny or unmodified derivatives be produced?		
16. Is MATERIAL from human cell line(s)? If YES, please attach documentation that the MATERIAL is pathogen free.		
17. Is there anyone in your lab who has access to MATERIAL or who will be using the MATERIAL who is considered a Foreign National? (For more information, email researchcompliance@utrgv.edu)		
18. Will PROVIDER require reimbursement from RECIPIENT for the cost of MATERIAL or shipment of MATERIAL?		

To the best of my knowledge, the above information is true and correct.

Signature: _____
UTRGV Investigator

Date: _____

Acknowledged without objection.

Signature: _____ Date: _____
Department Chair (initials)

Signature: _____
Associate Dean for Research (initials) Date: _____

Approval initials from the Department Chair and ADR must be obtained prior to submission to Contracts & Industry Agreements (CIA).