Incoming Material Transfer Agreements Checklist Form – for internal use only

Contact details of Lead Academic at Exeter receiving materials:

|  |  |
| --- | --- |
| Academic name |  |
| Email |  |
| Telephone number |  |

Contact details of institution providing materials:

|  |  |
| --- | --- |
| Name of contact at provider institution |  |
| Name of provider institution |  |
| Address |  |
| Email |  |
| Telephone number |  |

About the material:

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| Name and description of the materials to be transferred. |  |
| Is work with the material to be supported financially by an external funder? If yes please identify the funder (including any proposal for future funding), e.g. Wellcome, MRC, CRUK, BHF, commercial, EU? |  |
| Please provide a project outline for your proposed work using the material (including a brief description of the experiment/s) |  |
| Does this research involve the import / use of genetic resources (or samples which may contain genetic resources) from overseas, including use of traditional knowledge associated with such genetic resource which potentially falls into the scope of the Nagoya Protocol (*The Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization to the Convention on Biological Diversity*)? ‘Genetic resources’ means any material of plant, animal, microbial or other origin containing functional units of heredity (e.g. genes and DNA) which is of actual or potential value. This also includes derivatives of genetic resources e.g proteins, lipids and enzymes. The Protocol does not apply to human genetic resources. If you are unsure, you can out find out more about Nagoya here: [The Nagoya Protocol (sharepoint.com)](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Funiversityofexeteruk.sharepoint.com%2Fsites%2FREGComms%2FSitePages%2FThe%2520Nagoya%2520Protocol.aspx&data=05%7C01%7CE.Lavers%40exeter.ac.uk%7C873d02b3d5ed4faa734f08db24b127b1%7C912a5d77fb984eeeaf321334d8f04a53%7C0%7C0%7C638144115505872551%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=QPfwMk1J%2BkXmNTPQejCUPFSKSPOzutEMxdblDMRS1B0%3D&reserved=0) |  |

Your work with the material:

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| Do you intend to modify the materials? If yes, please provide details. |  |
| Do you intend to incorporate the materials into something else or combine it with other material? If yes, please provide details. |  |
| Will the materials be used together with other materials provided by a third party? If yes, please provide details of other materials & who provided them. |  |
| Is it likely is it that your work with the materials will produce an invention, improvement or new discovery? Could the results have commercial potential? |  |
| Will you use the material in humans, animals or for clinical or diagnostic purposes? If ‘Yes’ please give details. |  |
| Is the material for use in a clinical trial? If ‘Yes’ please give details. |  |
| Do you need to give any organisations (apart from the provider) access to, or rights to use, to your findings from using the material (including any progeny or derivatives from the material), for example in an EU or Research Council collaborative project? If ‘Yes’ please specify. |  |

Provider institution:

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| What, if any, will be the benefit of your work with the material to the provider? Is the provider to be named as a co-author in any publication resulting from your research using the material? |  |
| Is there any reason why your research with the material should not be publishable, or why you should not be free to use your findings for further academic purposes (e.g. where commercial material is being used for confidential evaluation only)? If ‘Yes’ please specify. |  |
| Are you carrying out research on the material at the direction of the provider? Is there any payment involved? |  |
| Are we paying for the material? |  |
| Is the material available from another source e.g. Sigma-Aldrich? |  |

Students:

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| Will any students, visiting fellows or other non-employees of the University be working on the research using the materials? If yes, please provide details (if students please confirm if PhD, MSc or undergraduate). |  |
| If students will be using the materials, will the research form part of their thesis or dissertation? |  |

Further information:

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| How long do you need to use the materials for? |  |
| Where your work will involve the use of any material that requires ethics approval, do you have such approval? |  |
| Is the material of human origin? If ‘yes’, please state whether it comes with the necessary participant informed consents for your use of it, and whether it will be sent with any personal data or identifiable information which could be linked to a living individual. |  |
| Have you agreed with the providing institution how the materials will be disposed of/destroyed at the end of the project? Please give details. |  |
| When is the MTA required by? |  |