Outgoing Material Transfer Agreements Checklist Form – for internal use only

Contact details of Lead Academic at Exeter sending materials:

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

Contact details of institution receiving materials:

|  |  |
| --- | --- |
| Name of academic lead |  |
| Name and address of institution |  |
| Email |  |
| Telephone number |  |

About the material:

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| --- | --- |
| Do we own the materials? |  |
| How have you come to possess the materials? |  |
| Name and description of materials to be transferred.  |  |
| Quantity of materials to be transferred.  |  |
| Does Exeter have any patent application(s) covering the materials? Give details.  |  |
| Description of the research programme for which the materials will be used. |  |
| How was production/acquisition of the materials funded? |  |
| Have the materials been part of any previous or on-going research studies? |  |
| Is it likely that the recipients work with the materials will produce an invention, improvement or discovery? Could the results have commercial potential for the recipient? |  |
| Does this research involve the export / 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) |  |

Use of the materials:

|  |  |
| --- | --- |
| Will Exeter benefit from providing the materials to the recipient? E.g. will Exeter be credited or will you be named as a co-author in any publication resulting from the recipient’s research using the material? |  |
| Is Exeter paying for the recipient to evaluate the material, or carry out research on the material on our direction? If yes, please give details. |  |
| Are there any further agreements needed (e.g. service contract)? |  |
| Is the recipient paying the University for the material? If yes, please give details.  |  |
| Is the transfer part of a Collaboration (e.g. a Research Council project)?  |  |

Further information:

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| --- | --- |
| How long will the recipient need to use the materials for? The default duration of the agreement is two years unless you advise otherwise.  |  |
| Where the recipients intended use of the materials requires ethics approval, does the recipient have such approval?  |  |
| Are there any restrictions on the University’s transfer to the recipient? |  |
| Is the material of human origin? If ‘yes’, please state whether it comes with the necessary participant informed consents for the recipients’ 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 receiving institution how the materials will be disposed of/destroyed at the end of the project? If yes, please give details. |  |
| When is the MTA required by? |  |