**REQUEST FOR AN MTA For outgoing material**

A Material Transfer Agreement (MTA) is a contract that governs the transfer of tangible research materials between two organizations, defining the rights of the provider and the recipient with respect to the materials and any derivatives. The information you provide will help KAUST determine the simplest agreement to use that will preserve intellectual property rights in the materials. KAUST will not be able to execute an MTA on your behalf without your signature on this form, and the required approvals by your direct approver and applicable committees below, if required.

**IMPORTANT NOTICE: It is your responsibility as PI to obtain IBEC/IACUC/IRSC approval where needed.**

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| **A.** Registration with the Institutional Biosafety and Bioethics Committee ([IBEC@kaust.edu.sa](mailto:IBEC@kaust.edu.sa)) is required if the material transfer involves any of the following:   * recombinant or synthetic nucleic acid molecules, including genetically-modified organisms. * the use of infectious agents. * the use of biological toxins, organisms that generate biological toxins, or recombinant or synthetic nucleic acid molecules that can be used to express biological toxins. * the use of human blood, blood derivatives, body fluids, cell lines or unfixed tissues. * the use of other biohazardous agents that may pose an environment risk or risk of harm to human, animals or plants. * research on human subject participants (i.e. data, biosamples, questionnaires, or behavioral research).   **B.** Registration with the Institutional Animal Care and Use Committee ([IACUC@kaust.edu.sa](mailto:IACUC@kaust.edu.sa)) is required if the material transfer involves research on vertebrate animals (including marine animals).  **C.** Registration with the Institutional Radiation Safety Committee ([IRSC@kaust.edu.sa](mailto:IRSC@kaust.edu.sa)) is required if the material or research project involves any ionized radiation. |

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| 1.1 Provider Institution | [*insert Center/Division or Core Lab*] KAUST |
| Contact Information of KAUST Faculty Member | (*name, postal address, email*) |

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| 1.2 Recipient Institution | [*insert institution*] |
| Contact Information of Recipient Principal Investigator | (*name, postal address, email*) |

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| 2. Description and amount of material to be sent: |

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| 3. Planned research, services or development using the material: |

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| 4. Is there a scientist or specialist unit in Saudi Arabia that could carry out the above research or service?  YES NO If yes, who? |

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| 5. Did you make the outgoing material while at KAUST? YES NO |
| a) If NO, where did you obtain the material from:  b) Did you receive the material under an agreement? Please identify the agreement: |

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| 6.1 Funding source(s)used for the development of outgoing material at KAUST: | |
| 6.2 Are you paying the recipient for carrying out research using the material, i.e. is this a service? | YES  NO |

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| 7. Has the outgoing material been used in connection with research involving an existing KAUST invention disclosure, patent or patent application? | YES  NO |
| If YES, please identify the disclosure/patent no: | |

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| 8. Has the outgoing material been used with any other materials you have obtained under an MTA? | YES  NO |
| If YES, please identify the agreement: | |

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| 9. Does the person handling the packaging of the outgoing material have the required appropriate training for this type of material? | YES  NO |

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| 10. Did the research project(s) involving listed material receive required approvals from (check ALL that apply):  Institutional Biosafety and Bioethics Committee? IBEC Approval #:  Institutional Animal Care and Use Committee? IACUC Approval #:  Institutional Radiation Safety Committee? IRSC Approval #:  Not applicable. The material does not require approval by any of the committees listed above nor any other research use pre-approvals. |

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| 11. Who pays for the cost of the transfer?  KAUST  Recipient |
| If KAUST, please name cost center: |

**I certify that the information I have provided is accurate. Furthermore, as the Provider of materials I certify that I will direct this project in compliance with KAUST policies, with the terms and conditions of KAUST’s agreement with the Recipient and with all applicable laws and regulations, including but not limited to, the safe handling and shipping of biohazards.**

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| *If MTA Requester is from a Center or Division:*  **FACULTY** Name: | Signature/Date: |
| *If MTA Requester is from a Core Laboratory:*  **APPROVED BY DIRECTOR CORE LABS**  Name: Daniel Acevedo Feliz | Signature/Date: |

*Once completed, please print and sign this form, scan it in and email it to Research Funding and Services, email:* [*MTA@kaust.edu.sa*](mailto:MTA@kaust.edu.sa)

***How to proceed with the shipment after the MTA is fully signed:***

*To arrange for the materials to be shipped, the PI needs to complete the export request form through the* [*https://procurement.kaust.edu.sa/Pages/ExportShippingRequest.aspx*](https://procurement.kaust.edu.sa/Pages/ExportShippingRequest.aspx)*.*  *Procurement needs, in particular, the cost center or pocket ID the shipment should be charged to, even if the transfer itself is free-of-charge.*