OKLAHOMA STATE UNIVERSITY

Office of Technology Commercialization

REQUEST FOR OUTGOING BIOLOGICAL MATERIALS/CHEMICAL COMPOUNDS

The Office of Technology Commercialization (“OTC”) wants to process your request to send biological materials/chemical compounds (“material”) as quickly as possible. To protect the material and any resulting technology, we ask that you work with your college research office to provide us with the information requested in the attached Material Transfer Agreement Questionnaire.

If the request comes from a university or other non-profit entity, OTC may be able to use the standard Uniform Biological Material Transfer Agreement (“UBMTA”) Implementing Letter. We recommend using the UBMTA whenever possible to expedite the transfer process.

Before material can be transferred from OSU, OTC needs to know whether you are restricted from transferring the material to a third party. If the material was obtained from a sponsor (e.g., academic institution, governmental agency, non-profit organization), via a Material Transfer Agreement or other agreement, your ability to transfer the material may be limited.

There are also regulations covering the methods used to package and transport hazardous biological materials. Examples of such materials include human pathogens, zoonoses, toxins, animal pathogens, genetically modified microorganisms, and plant pathogens. The Antiterrorism and Effective Death Penalty Act of 1996 and the Public Health Security and Bioterrorism Preparedness and Response Act of 2002 are the federal regulations governing possession, use, transport, and receipt of certain hazardous materials. Please check the **Biosafety - Laws, Policies, & Guidelines** link at the OSU Biosafety Program web page at <https://research.okstate.edu/compliance/ibc/laws-policies-and-guidelines.html> to see if these regulations apply to the material you wish to send. If they do, please contact the Office of University Research Compliance at (405) 744-1676 for instructions on how to ensure that you are in compliance with these important regulations. Non-compliance with these regulations may result in severe criminal and civil penalties for the investigator.

Stringent controls also exist on the export/import of materials that could possibly be used in chemical or biological weapons. In some cases, a license may be required from the Department of Commerce (Export Administration Regulations) or the Department of State (International Traffic in Arms Regulations) before a material transfer can take place. Please check the **Export Control Resources** link at <https://research.okstate.edu/faculty-resources/export-control.html> to see if these regulations apply to the material you wish to receive. If they do, please contact OSU’s Export Control Officer at (405) 744-1378 for instructions on how to ensure that you are in compliance with these regulations. Violations of the regulations can result in civil and criminal penalties for the investigator.

If you have general questions regarding the questionnaire, please contact your college research office or OTC at otc@okstate.edu.

**MATERIAL TRANSFER AGREEMENT QUESTIONNAIRE**

**REQUEST FOR OUTGOING BIOLOGICAL MATERIALS/CHEMICAL**

**COMPOUNDS (“MATERIAL”)**

1. Provider Scientist’s Information

|  |  |
| --- | --- |
| Name: |  |
| Title: |  |
| Department: |  |
| Campus Address: |  |
| Phone: |  |
| Fax: |  |
| E-mail: |  |

1. Amount and Type of Material Requested:
2. Has the Material already been sent to the Recipient?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

1. Is the Material you are shipping governed by an approved protocol from the Institutional Biosafety Committee?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

If yes, please provide the approval number and date of approval.

|  |  |  |  |
| --- | --- | --- | --- |
| IBC # |  | Date Approved |  |

1. Is the Material you are shipping governed by the CDC Select Agent Program?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

If yes, you must go through the Office of University Research Compliance, 223 Scott Hall, to ship the Material. Please contact them at (405) 744-1676 for instructions.

1. Are you sending the Material directly to the Recipient Scientist or to a central hazardous materials receiving address?
2. Is the Recipient Scientist restricted from possession or use of the Material under the Patriot Act and the Public Health Security and Bioterrorism Preparedness and Response Act of 2002?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

1. Recipient Scientist’s Information

|  |  |
| --- | --- |
| Name: |  |
| Title: |  |
| Department: |  |
| Phone: |  |
| Fax: |  |
| E-mail: |  |
| Name of Authorized Official: |  |
| Title of Authorized Official: |  |
| Address of Authorized Official: |  |
| Phone/Fax/e-mail of Authorized Official: |  |

9. Is the Material available commercially or through another source such as research reagent bank or depository (ATCC, Hybridoma Bank, etc.)?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

10. Describe how the Recipient intends to use the Material or attach a copy of the request.

11. Was the Material:

* 1. obtained via a Material Transfer Agreement or other type of agreement?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

* 1. created using other biological material obtained under a Material Transfer Agreement or other type of agreement?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

* 1. created in conjunction with non-OSU personnel?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

* 1. created as part of an externally-supported research project?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

If you answered yes to any of the above, please list the agency, patron, or collaborative partner(s) below, and attach copies of the grant or contract document(s).

|  |  |
| --- | --- |
| Agency/Patron/Collaborative Partner(s): |  |
| Grant Number(s): |  |
| OSU Account Number(s): |  |

* 1. created as a part of an internally-supported research project?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

If yes, please identify the internal funding source:

12. Is the Material related to an invention that has or will be disclosed to OTC?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

If yes, please identify the invention title:

13. Is the Material related to a plant variety or plant patent that has been or will be disclosed?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

If yes, please identify the plant variety or plant patent name:

14. Do you want the Recipient to pay a transmittal fee to cover preparation and distribution costs?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

If yes, please indicate the amount to be charged:

15. Could the Recipient’s use of the Material lead to a development with commercial value?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

If yes, would you expect OSU to share in the royalties/income?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

16. What should be done with the Material upon completion of the Recipient’s research project(s)?

|  |  |  |  |
| --- | --- | --- | --- |
| Return Material to OSU |  |  |  |
| Dispose of Material |  | If so, how? |  |

Please send the completed, signed form to the Office of Technology Commercialization, 1201 S. Innovation Way Drive, Suite 210, Stillwater, OK 74074.

|  |  |  |
| --- | --- | --- |
| Provider Scientist |  | Date |
|  |  |  |
| Department Head |  | Date |
|  |  |  |
| Dean/Research Director |  | Date |

|  |  |  |  |
| --- | --- | --- | --- |
| |  | | --- | | FOR OTC USE ONLY Date Received: \_\_\_\_\_\_\_\_\_\_  Date Approved: \_\_\_\_\_\_\_\_\_\_  By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Biological Safety Officer  Office of University Research Compliance | |  |  |