

MATERIALS TRANSFER/BAILMENT AGREEMENT CHECKLIST

For Contracts Dept. Only: Date: _____ Log No. _____

One copy of this completed checklist must be submitted with the materials transfer agreement to the Grants and Contracts Office, 107 Agricultural Administration Building.

Name: _____ Date: _____

Title: _____ Telephone: _____

Department: _____ Fax: _____

Campus Address: _____

Company: _____ Telephone: _____

Contact: _____ Fax: _____

Address: _____

City/State/Zip _____

1. Is there government or industrial sponsorship involved with your use of the material(s)?

Yes No

a) Government: _____ Agreement Number: _____

Budget/Fund Number(s): _____

b) Industrial: _____ Agreement Number: _____

Budget/Fund Number(s): _____

c) Other: _____ Agreement Number: _____

Budget/Fund Number(s): _____

d) College Research Project Number: _____

(Please note that because your salary and other operating expenses are provided by federal and state appropriated funds, you must state the College Research Project number under which this research is being conducted.)

2. What specific work do you intend to perform with the material(s), i.e., research project in which the material(s) will be used? _____

3. Are you planning to transfer the material(s) from your laboratory? Yes No

a) If yes, please state location or name of company, institution or third party: _____

b) If yes, what specific work does the company, institution or third party intend to perform with the material(s), i.e. research collaboration?: _____

4. Is Institutional Biosafety Committee approval required? Yes No

IBC # _____

5. Will graduate students be working with the material(s)? Yes No

6. Do you expect to publish? Yes No

7. Do you expect that any inventions or something commercially viable will be developed from the use of the material(s)? Yes No

a) Do you plan to submit an invention disclosure? Yes No If yes, when: _____

8. Is this research related to any existing invention disclosure? Yes No

a) If yes, state disclosure number(s): _____

9. Do you understand the restrictions/obligations of the agreement, i.e., patent, publication, confidentiality, materials handling, reporting?

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Page _____ Para _____

Page _____ Para _____

Page _____ Para _____

Page _____ Para _____

10. Will the material(s) be used in conjunction with any other material(s) received from another company, institution or other third party? Yes No

a) If yes, please identify the other material(s) and where they came from: _____

b) If yes, was there any agreement, letter of intent or correspondence of any kind between you and the provider of the other material(s) stating any condition(s), restrictions or guidelines under which the other material(s) will be used? Yes No

c) If yes, and you have not provided a copy to our office, kindly do so immediately.

Please note that there may be terms and conditions in the Materials Transfer/Bailment Agreement which may (a) preclude your use of the material(s) in research sponsored by third parties or (b) prevent you from obtaining materials in the future from third parties whose policies do not allow distribution of biological materials to investigators whose rights to commercialize technology may be limited by pre-existing obligations.

Principal Investigator Signature Date

Academic/Unit Leader Signature Date Approved: Yes No

College Signature Date Approved: Yes No