

For Outbound Material:

Dear Researcher,

To help facilitate your proposed Material Transfer Agreement for _____ please answer the following questions:

1. Who developed or created the material?
2. If you would like to charge for this Material please list the cost so it can be included in the MTA:

(You might want to include a modest fee – eg. US\$100 to \$500 - to help defray the costs of preparing and sending the material)
3. Do you have confirmation from the recipient institution that it is equipped to receive this material? (i.e. an email "University X is in compliance with Bio-safety standards to do Level Y work in the country of Z" and signed by the researcher who is receiving the material.)
4. If the outgoing material is human tissue/blood, or a drug for use in the conduct of research involving humans, a protocol must be approved by the local Research Ethics Board (REB). Please provide the REB Project Number*: RP# _____ - _____ or a letter from the appropriate REB Chair.

*The Protocol must specifically state that the drug, or human blood/tissue, will be sent to the RECIPIENT ORGANIZATION.

TRANSFERS OF HUMAN BLOOD/TISSUE FROM THE UNIVERSITY TO OTHER LABS OR ENTITIES PARTICIPATING IN A CLINICAL TRIAL DO NOT REQUIRE A MATERIAL TRANSFER AGREEMENT IF SUCH TRANSFER IS FOR ROUTINE TESTING OF THE MATERIAL IN CONNECTION WITH THE TRIAL. HOWEVER, IF THE MATERIAL IS TO BE USED BY THE RECIPIENT ORGANIZATION FOR ITS OWN RESEARCH PURPOSES, A MATERIAL TRANSFER AGREEMENT IS REQUIRED.

5. Was this material collected from animals? If yes, please provide the AUP number:
6. Does this shipment involve live animals? If yes, please contact the Central Animal Facility (ext. 24126) to make appropriate arrangements.

If you are shipping human/animal pathogens or dangerous goods, please check with Customs and Traffic at ext. 23084 for assistance with your shipment. Dangerous goods shipments are regulated by the Transportation of Dangerous Goods Regulations and must be shipped accordingly. If you are not sure whether your shipment is hazardous, Customs and Traffic will provide more information.

Thank you. As soon as you send this information back I will be able to proceed with your MTA.

For Inbound Materials:

Dear Researcher,

To help facilitate your proposed Material Transfer Agreement of _____ please answer the following questions:

1. Will this material be used in animals? If yes, please provide the AUP number:
2. Does this shipment involve live animals? If yes, please call the Central Animal Facility at ext. 24126 to make arrangements.

If the incoming material is human tissue/blood, or a drug for use in the conduct of research involving humans, a protocol must be approved by the local Research Ethics Board (REB). Please provide the REB Project Number*: RP# ____ - ____ or a letter from the appropriate REB Chair.

*The Protocol must specifically state that the drug, or human blood/tissue will be received from the SENDER ORGANIZATION.

3. Will graduate students or post docs be using this material? If yes, we need to ensure that thesis publication, if applicable, will not be restricted.
4. What organization is sponsoring the research using the materials? Is this research subject to an agreement (a contract, grant, etc.) particularly an agreement with an industrial sponsor? If yes, please provide a copy of the funding agreement for review of any potential conflict with respect to intellectual property rights, etc.

Thank you. As soon as you send this information back I will be able to proceed with your MTA.