KSU MTA

**MATERIAL TRANSFER AGREEMENT (MTA) CHECKLIST**

To be completed and submitted electronically to cellio12@kennesaw.edu with any Material Transfer Agreements **attached.**

**KSU Principal Investigator**        **Telephone Number**        **Date**

**MATERIAL TO BE TRANSFERRED:**

Is the material to be transferred genetic material, biohazardous material, or a select agent/toxin? NO [ ]  YES [ ]

If yes, what is the appropriate biosafety containment level for the agent?

BSL-1/ABSL-1 [ ]  BSL-2/ABSL-2 [ ]  BSL-3/ABSL-3 [ ]

Material(s) collected according to 45 CFR Part 46, “Protection of Human Subjects?” NO [ ]  YES [ ]  N/A [ ]  (Non-human)

Are animals being transferred? NO [ ]  YES [ ]

Do you have regulatory approval? [ ]  [ ]  IRB#:      [ ]  IACUC#:

If none checked, do you need regulatory approval? NO [ ]  YES [ ]

Any other known commitment(s)? NO [ ]  YES [ ]  (e.g. commitments to funding agency, other MTAs for material used on projects, etc.)

If yes, list commitments:

**DATE NEEDED**:

**INCOMING MATERIAL** [ ]

Material Provider: Institution/Company:

Administrative Contact Person:

Telephone Number:

Material(s) to be received:

List KSU grant number and source(s) of funding to be used for this research, if applicable:

If a description of this research is not included in an MTA, please include a short description of the research.

Description of Research:

Other material(s) obtained under an MTA or other restriction to be used in the same experiment(s)? NO[ ]  YES[ ]

If yes, list provider(s), material(s), and MTA number (if known):

If no MTA, attach description of restrictions:

Is material available commercially? NO [ ]  YES [ ]  Are you purchasing material? NO [ ]  YES [ ]

**Note: It is the responsibility of the P.I. to ensure that all regulatory approvals required for the receipt and use of this new Material have been obtained PRIOR to its issue. This may require amending existing regulatory protocols or submission of new protocols to cover the use of this new Material. Please follow the university’s procedure for receipt of hazardous materials:** [**http://www.kennesaw.edu/ehs/**](http://www.kennesaw.edu/ehs/)

**OUTGOING MATERIAL** [ ]

Material Recipient: Institution/Company:

Administrative Contact Person:

Telephone Number:

Material(s) to be sent:

List KSU grant number and source(s) of funding that were used to produce Material(s), if applicable:

Other material(s) obtained under an MTA or other restriction that were used to produce material(s)? NO [ ]  YES [ ]

If yes, list provider(s), material(s), and MTA number (if known):

If no MTA, attach description of restrictions:

**Note: Any shipment of infectious materials and/or human materials MUST be in accordance with the US federal (49 CFR) and the international (airline) regulations (WHO and IATA). The person preparing the shipment may be required to be trained and certified. The person who signs a dangerous goods declaration form accepts responsibility for proper shipment**.