

Material Transfer Process

Option #5

I wish to SEND materials developed exclusively at a company or non-UCSD facility

Form Instructions

Overview:

The "I wish to send materials developed exclusively at a company or non-UCSD facility" form facilitates the processing of the Material Transfer Agreement (MTA) by providing necessary information to ensure that the transfer of materials for research is conducted in accordance with applicable UCSD policies.

UCSD Principal Investigator Information:

Last Name: Provide the last name of the Principal Investigator who is sending the material. **Please Note:** Only the academic in charge of the laboratory is authorized to, and may request transfers of UCSD research materials. If this is not the same individual as the Principal Investigator listed on the form, the academic who is in charge of the laboratory must sign this form as well.

First Name: Provide the first name of the Principal Investigator who is sending the material.

Phone#: Provide the telephone number, including area code of the Principal Investigator who is sending the material.

Email: Provide the email address of the Principal Investigator who is sending the material.

Fax #: Provide the Fax number, including the area code of the Principal Investigator who is sending the material.

Mail Code: Provide the Mail Code of the Principal Investigator who is sending the material.

Building: Provide the building of the Principal Investigator who is sending the material.

Lab Room #: Provide the room number of the laboratory of the Principal Investigator who is sending the requested material.

Department Org. #: Provide the department Organization Number of the Principal Investigator who is sending the material. If you do not know the department Organization Number, contact your department business office.

UCSD Department Contact Information:

Last Name: Provide the last name of an individual in the PI's department who is able to provide information regarding this request in the absence of the academic in charge of the laboratory.

First Name: Provide the first name of the individual in the PI's department who is able to provide information regarding this request in the absence of the academic in charge of the laboratory.

Phone#: Provide the telephone number, including area code of the individual in the PI's department who is able to provide information regarding this request in the absence of the academic in charge of the laboratory.

Email: Provide the email address of the individual in the PI's department who is able to provide information regarding this request in the absence of the academic in charge of the laboratory.

Recipient Principal Investigator Information:

Organization Name: Provide the name of the company/institution/government entity that will receive the material.

Contact Name: Provide the first and last name of the company/institution/government entity's authorized representative responsible for processing this transfer request on behalf of the company/ institution/government agency.

Phone #: Provide the telephone number of the company/institution/government agency's authorized representative responsible for processing this transfer request on behalf of the company/institution/government entity.

Material Transfer Process

Option #5

I wish to SEND materials developed exclusively at a company or non-UCSD facility

Form Instructions

Email: Provide the email address of the company/institution/government entity's authorized representative responsible for processing this transfer request on behalf of the company/institution/government entity.

Fax #: Provide the fax number of the company/institution/government entity's authorized representative responsible for processing this transfer request on behalf of the company/institution/government entity.

Material Transfer Request Questions:

1. Identify material to be sent. Specify the material to be sent in the space provided, and then check the appropriate box. If "Other" is checked, describe using the additional space provided.

2. Identify origin of material. Indicate whether the origin of the material is animal, human, or other. For example; plant, chemical, plasmid, etc., using the space provided.

3. Is the material a human embryonic stem cell? If Yes, specify whether or not the requested hESC are identified in the President's August 2001 Registry.

4. Provide a concise scientific description of the recipient's proposed intended use of the material. Provide a brief, but reasonably detailed description of the research to be conducted with the transferred materials.

5. List the Institution or agency where the material was developed. Provide the name of the institution or agency where the research material was developed. UCSD will be able to ask permission to further transfer the material with the information provided.

6. List the name of the investigator, at the non-UCSD facility, who developed the material. Provide the first and last name of the investigator who developed the research material.

Principal Investigator:

Principal Investigator Signature: The Principal Investigator who is sending the material signs. **Please Note:** Only the academic in charge of the laboratory is authorized to, and may request transfers of UCSD research materials. If this is not the same individual as the Principal Investigator listed on the form, the academic who is in charge of the laboratory must sign here as well.