Please email completed form to [orso@wsu.edu](mailto:lucas.sanchez@wsu.edu). The questions may also be copied and pasted directly into the email if you prefer.

* If confidential WSU information related to developing intellectual property is being disclosed, a future invention disclosure, or patent application please cc the Office of Commercialization at [commercialization@wsu.edu](mailto:commercialization@wsu.edu),or the technology licensing associate working on the project.
* If the other Party has provided a draft agreement, please attach to email, too.

**WSU Requesting Principal Investigator Information**:

Name:

Phone:

Email:

Location/College/Department:

Shipping Address:

Cost Center Region (Pullman, Spokane, etc.):

\*Cost Center Hierarchy (College of Vet Med, CAHNRS, etc.):

\*Cost Center (Crops and Soils, Paul G. Allen School, etc.):

\*Indicates the cost center numbers that are needed

**Providing Organization Information:**

Organization Name:

Website:

Physical Address (**full**):

Researcher’s Contact Name and Title:

Point of Contact Email and Phone:

**Materials Requested:**

Materials Requested:

Brief Description of Intended Use of the Material:

**Project Information:**

1. For how long will you be using the material? (i.e., how long does the term of the agreement need to be?)

2. Is this a new MTA or a renewal or time extension of an existing MTA?  Renewal  New

ORSO# (if Renewal):

If this request is a renewal AND the information provided previously has not changed, you may skip the

rest of this section.

3. If there are other agreements that apply to the project/use of the material, please provide the ORSO number(s):

4. Nature/involvement of the material being transferred (please check all that apply):

To be used in humans  Radioactive Materials

To be used in vertebrate animals  Subject to export controls

Hazardous chemicals or controlled substances  Conflict of interest

Biohazardous materials: infectious organisms, r/sNA, biotoxins, select agents, or human fluids/cells/tissues

5. Will a UBMTA\* Implementing Letter will be used to transfer the materials? Yes No or I don’t know

\*Uniform Biological Material Transfer Agreement If yes, you may skip the rest of this section.

6. Has the provider supplied a draft agreement? (If yes, please attach)  Yes  No

7. Does any WSU employee working on this project have a financial relationship or financial interest with the other party to this DUA, or holds a management position, or participates in the day-to-day operations?

If yes, please explain:  Yes  No

8. Will you need to share the material with collaborators, either within or outside WSU?

Yes, at WSU  Yes, elsewhere  No

9. Will the research result in a modification or alteration of the material?  Yes  No

10. Do you anticipate any intellectual property will be generated as a result of the use of the material?

(e.g., patentable technology, modifications, software, etc.)  Yes  Maybe  No

11. Do you plan to publish or present research results related to the material?  Yes  No

Some providers request an extended period (over 30 days) to review proposed publications before

submission. How long of a review period would you accept? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12. Will students or post-docs be working on the project?  Yes  No

Will this research be part of a thesis project?  Yes  No

13. If you are transferring a MTA from a prior institution, please list that prior institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

14. Are you receiving this material as part of a service agreement?  Yes  No

**Principal Investigator Certification:**

I certify that the information provided is true and correct to the best of my knowledge.

I certify that any individual, including myself, working with the requested research materials has completed or will complete the responsible conduct of research mandatory training.

I certify that I will ensure that approval for all necessary research compliance protocols is in place before using the materials.

I certify that I will comply with WSU’s BPPM 45.35.

If supplying Provider’s MTA form (please check ONE):

I have read, understood, and accept the MTA terms and accept that I am responsible for ensuring compliance with those terms.

I have read and understood the terms of the MTA, and I object to the following sections:

If the PI is not available to sign, please attach an email from the PI containing the certification statement.

(Principal Investigator Signature) (Date)